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ED 075 568

VT 017 800

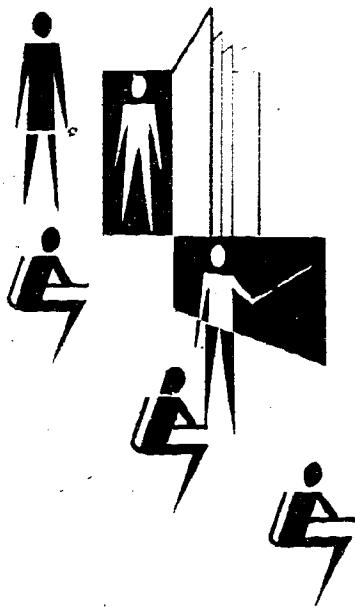
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ABSTRACT

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Author, subject, and document number indexes provide entry to the abstracts. Most of the documents which have not been announced in "Research in Education" are available as a separate microfiche set from the ERIC Document Reproduction Service (VT 017 801, announced in RIE, March 1973 as ED 016 919). Others are available from the source identified in the abstract. (CD)

ED 075568

VOLUME 6  
NUMBER 1  
1973



Introducing Greater  
Career Education Coverage  
See Page V

# ABSTRACTS of INSTRUCTIONAL MATERIALS in Vocational and Technical Education

#### MISSION OF THE CENTER

The Center for Vocational and Technical Education is an independent unit on The Ohio State University campus. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach and interinstitutional in its program.

The Center's mission is to strengthen the capacity of state educational systems to provide effective occupational education programs consistent with the individual needs and manpower requirements by:

- Conducting research and development to fill voids in existing knowledge and to develop methods for applying knowledge.
- Programmatic focus on state leadership development, vocational teacher education, curriculum, vocational choice and adjustment.
- Stimulating and strengthening the capacity of other agencies and institutions to create durable solutions to significant problems.
- Providing a national information storage, retrieval and dissemination system for vocational and technical education through the affiliated ERIC Clearinghouse.

This publication was prepared pursuant to a contract with the National Institute of Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official National Institute of Education position or policy.

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ABSTRACTS OF  
INSTRUCTIONAL MATERIALS  
IN  
VOCATIONAL AND TECHNICAL EDUCATION

VOLUME 6 NUMBER 1  
1973

The Center for Vocational and Technical Education  
The Ohio State University  
1960 Kenny Road, Columbus, Ohio 43210

## PREFACE

Finding and using relevant information frequently is a major task for curriculum specialists, teachers, administrators, and students. The Center for Vocational and Technical Education is dedicated to making useful and vital information accessible so that educators may use it to improve school practice.

The Center quarterly assembles, under one cover, instructional materials relevant to the field of vocational-technical education. Abstracts of Instructional Materials in Vocational and Technical Education (AIM) is presented in the form of collections of abstracts of documents from all areas within this field.

AIM abstracts are designed especially for teacher or student classroom usage. The current information provided will also benefit educators directly related to classroom instruction and all who need access to contemporary instructional materials development.

We are indebted to our colleagues within the profession for providing us instructional materials as they become available. We also appreciate the contributions of instructional materials laboratories, local school systems and professional associations such as the Vocational Instructional Materials (VIM) section of the American Vocational Association. Members of the profession are continually encouraged to forward instructional materials for possible inclusion in future issues of AIM to the Acquisitions Specialist at The Center.

We hope that this publication will prove valuable to you in your particular educational endeavors.

Robert E. Taylor  
Director  
The Center for Vocational  
and Technical Education

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## SAMPLE RESUME

Accession Number --  
identification  
number sequentially  
assigned to reports  
as they are processed.

EDRS Price - price of  
document through EDRS;  
MF - microfiche,  
HC - papercopy.  
Report Number and  
Bureau Number would  
appear here.

Publication date  
and total number  
of printed pages.

Identifier, if any  
-- acronyms, geo-  
graphical areas,  
organizations, tests  
(e.g. Binet), etc.  
Only major identifiers  
preceded by an asterisk  
are in the index.

Abstract -- a  
condensation of the  
report. When  
applicable, it includes  
the purpose, means of  
development, teacher  
competency, student  
requirements, and  
description of  
supplementary materials  
if available.

Accession Number --  
VT 013 122 ED 052 327  
Author(s) --  
Richards, F. L.  
EDRS Price - price of  
document through EDRS;  
MF - microfiche,  
HC - papercopy.  
Report Number and  
Bureau Number would  
appear here.

Outlines of Courses in Ornamental Horticulture,  
Pennsylvania State Univ., University Park.  
Dept. of Agricultural Education.  
Office of Education (DHEW), Washington, D.C.  
Div. of Adult, and Vocational Research.

EDRS PRICE MF-\$0.65 HC-\$3.29  
Teacher-Lduc-Ser-v12-n1  
Department of Agricultural Education, Penn-  
sylvania State University, University Park,  
Pennsylvania 16802 (\$1.00).

Pub Date - 71 56p.

Available source(s) if  
known at time of printing.  
Cost is included.  
Grant Number, Contract  
Number, and Program Area  
Number would appear here.

Descriptors--subject terms  
assigned to characterize  
substantive contents.  
Only the major terms, those  
preceded by an asterisk,  
are printed in the index.

ABSTRACT - Intended to suggest subject matter  
content of courses or programs in ornamental  
horticulture for high school and postsecondary  
vocational-technical programs, this curriculum  
guide was prepared by staff members of the  
Agricultural Education Department at the  
Pennsylvania State University, and tested in a  
workshop with vocational agriculture teachers.  
Contents are: (1) Outlines of Courses in  
Ornamental Horticulture, (2) Ornamental  
Horticulture Programs for Grades 10, 11, and  
12, (3) Nursery Production. The content  
is presented in outline form under each topic,  
and is applicable to the United States and  
lower Canada. (GB)

Abstractor's initials.

## HOW TO USE AIM

This volume of AIM (Abstracts of Instructional Materials in Vocational and Technical Education) has two major sections: resumes containing abstracts, and indexes.

Each abstract presents information about a document's content to help you to decide if you want to read the full text of the document. The abstract is part of the resume which provides information about the document, its source and availability. Abstracts are arranged in ascending VT-number order. A sample resume, preceding this Introduction, is explained in detail.

The indexes help you to locate the abstracts by page numbers and VT numbers. These indexes are: Subject Index, Author Index and Conversion of Document Number Index. Index terms used in the subject index are ERIC descriptors. Each document has been assigned several of these descriptors; therefore, each document title appears in the subject index several times.

The full texts of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or Xerox reproductions. Ordering information for AIM and EDRS reproductions is provided in a following section.

### NEW CAREER EDUCATION EMPHASIS

Recent emphasis on career education as a major focus in reforming and redirecting the American educational structure has produced a flurry of activity in conceptualizing and developing effective programs. This activity is evidenced by the four models sponsored by the U.S. Office of Education and numerous state and local career education efforts. This issue continues expanded announcement of career education materials in AIM. Intensified acquisition efforts in this area have identified career education instructional materials which should be of great value to educators developing and upgrading their programs. Many of these documents are listed under "career education" in the subject index.

ERRATA

Due to a computer error, the  
page numbers given in the Author Index of  
AIM Volume 5, Number 4 are incorrect.  
Documents may be located by VT-number in  
the resume section, which is arranged in  
ascending VT-number order.

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ABSTRACTS

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VT 013 908  
CLOTHING SERVICES TRAINING GUIDE, TENTATIVE EDITION.

NEW YORK STATE EDUCATION DEPT., ALBANY.  
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
THE PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 (LIMITED DISTRIBUTION - NOT AVAILABLE OUTSIDE NEW YORK STATE)  
PUB DATE - 71 88P.

DESCRIPTORS - \*OCCUPATIONAL HOME ECONOMICS; \*PROGRAM GUIDES; \*SERVICE OCCUPATIONS; \*CLOTHING MAINTENANCE SPECIALISTS; OUT OF SCHOOL YOUTH; SECONDARY EDUCATION; ADULT EDUCATION; CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; \*CURRICULUM GUIDES; JOB TRAINING; PROGRAM DEVELOPMENT; PROGRAM PLANNING

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS, THIS TENTATIVE PROGRAM GUIDE IS FOR TEACHER USE IN ESTABLISHING A 2-YEAR PROGRAM TO PREPARE HIGH SCHOOL STUDENTS, OUT OF SCHOOL YOUTH, OR ADULTS FOR EMPLOYMENT IN SELECTED SUPERVISED CLOTHING SERVICES OCCUPATIONS. SECTIONS OF THE GUIDE CONTAIN: (1) SUGGESTIONS FOR ESTABLISHING THE PROGRAM, WHICH INCLUDES APPOINTING THE ADVISORY COMMITTEE, IDENTIFYING THE OCCUPATIONS FOR TRAINING, SELECTING TRAINEES AND INSTRUCTIONAL STAFF, AND PROVIDING THE ESSENTIAL TRAINING COMPONENTS AND FACILITIES, (2) SUGGESTIONS FOR DEVELOPING A COURSE OF STUDY, WHICH OFFERS GUIDES FOR USING THE STATE COURSE OF STUDY AND BRIEFLY DESCRIBES THE COURSE OF STUDY, AND (3) A 2-PART COURSE OF STUDY, WHICH OUTLINES SUBJECT MATTER AND OFFERS SUGGESTIONS FOR APPROPRIATE LEARNING EXPERIENCES. THE COURSE OF STUDY EMPHASIZES ORIENTATION TO WORK AND DEVELOPING COMPETENCIES IN SIX OCCUPATIONAL CLUSTERS, INCLUDING: (1) GARMENT CONSTRUCTION, (2) GARMENT ALTERATION, (3) COLLECTION AND SORTING GARMENTS AND HOUSEHOLD ARTICLES, (4) LAUNDERING AND PRESSING GARMENTS AND HOUSEHOLD ARTICLES, (5) MANAGEMENT OF CLOTHING, AND (6) SELLING CLOTHING AND RELATED MERCHANDISE. A SELECTED RESOURCE LIST AND SOURCES OF BULLETINS AND AUDIOVISUAL MATERIALS ARE INCLUDED. COMPANION PUBLICATIONS, AVAILABLE IN AIM VOL. 5, NO. 3, ARE VT 010 551 AND VT 010 573. (SB)

VT 015 039  
TRADE AND INDUSTRIAL RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)  
PUB DATE - 71 74P.

DESCRIPTORS - \*RESOURCE GUIDES; CURRICULUM GUIDES; \*TEACHING GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*CONSUMER EDUCATION; \*SUMER ECONOMICS; TEACHING PROCEDURES; \*ONDARY GRADES; EVALUATION TECHNIQUES;

#### BIBLIOGRAPHIES; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY TRADE AND INDUSTRIAL EDUCATION TEACHERS WITH THE AID OF STATE DEPARTMENT AND UNIVERSITY TEACHING PERSONNEL, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL TRADE AND INDUSTRIAL EDUCATION CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS (COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, PREPARATION SUGGESTIONS, SUGGESTED STUDENT ACTIVITIES AND EVALUATION, AND SUGGESTED RESOURCES. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. A GLOSSARY OF TERMS AND A SELECTED BIBLIOGRAPHY OF BOOKS, PAMPHLETS, PERIODICALS, RESOURCE PERSONS, FILMSTRIPS, AND FILMS ARE PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 040- VT 015 047 IN THIS ISSUE. (SB)

VT 015 040  
MANPOWER TRAINING RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)  
PUB DATE - 71 72P.

DESCRIPTORS - \*MANPOWER DEVELOPMENT; \*CONSUMER EDUCATION; \*TEACHING GUIDES; \*RESOURCE GUIDES; CURRICULUM GUIDES; CONSUMER ECONOMICS; LEARNING ACTIVITIES; EVALUATION TECHNIQUES; BIBLIOGRAPHIES; SKILL CENTERS IDENTIFIERS - \*MANPOWER DEVELOPMENT AND TRAINING ACT; MDTA

ABSTRACT - PREPARED BY A GROUP OF TEACHER EDUCATORS AND MANPOWER TRAINING TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO PROVIDE TEACHERS IN MANPOWER DEVELOPMENT AND TRAINING ACT SKILL CENTERS WITH ACTIVITIES AND REFERENCES FOR INCORPORATING CONSUMER EDUCATION INTO THE CURRICULUM. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS. A GLOSSARY OF TERMS AND BIBLIOGRAPHY OF CATALOGS, CHARTS, PERIODICALS, PAMPHLETS, TRAINEE MANUALS AND WORKBOOKS, PROGRAMMED MATERIALS, AND TEACHER REFERENCES ARE PROVIDED. AN EARLIER

SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2); RELATED DOCUMENTS ARE VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

**VT 015 041**

INDUSTRIAL ARTS RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)  
PUB DATE - 71 107P.

DESCRIPTORS - CURRICULUM GUIDES; \*RESOURCE GUIDES; \*TEACHING GUIDES; \*INDUSTRIAL ARTS; \*CONSUMER EDUCATION; CONSUMER ECONOMICS; SECONDARY GRADES; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - DEVELOPED BY INDUSTRIAL ARTS TEACHERS WITH THE AID OF STATE INDUSTRIAL ARTS AND UNIVERSITY PERSONNEL, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL INDUSTRIAL ARTS CURRICULUM BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) RULES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, RATIONALES, CONCEPTS, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A SELECTED BIBLIOGRAPHY OF BOOKS, PERIODICALS, PAMPHLETS, AUDIO-VISUAL AIDS, AND AGENCIES AND ORGANIZATIONS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

**VT 015 042**

DISTRIBUTIVE EDUCATION RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)  
PUB DATE - 71 57P.

DESCRIPTORS - CURRICULUM GUIDES; \*RESOURCE GUIDES; \*TEACHING GUIDES; \*DISTRIBUTIVE EDUCATION; \*CONSUMER EDUCATION; CONSUMER ECONOMICS; SECONDARY GRADES; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL DISTRIBUTIVE EDUCATION CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF

CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND FIVE CONCEPTS COVERING: (1) MULTIPLE ROLLES OF THE INDIVIDUAL, (2) INCOME PROCUREMENT, (3) CONSUMER BEHAVIOR DETERMINANTS, (4) CONSUMER ALTERNATIVES AND (5) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. SOURCES OF FREE AND INEXPENSIVE MATERIALS AND A BIBLIOGRAPHY OF BOOKS, CONSUMER EDUCATION KITS, PERIODICALS, FILMSTRIPS, AND FILMS ARE PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

**VT 015 043**

BUSINESS AND OFFICE EDUCATION RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)  
PUB DATE - 71 64P.

DESCRIPTORS - CURRICULUM GUIDES; \*RESOURCE GUIDES; \*TEACHING GUIDES; \*BUSINESS EDUCATION; \*OFFICE OCCUPATIONS EDUCATION; \*CONSUMER EDUCATION; SECONDARY GRADES; CONSUMER ECONOMICS; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - DEVELOPED BY BUSINESS EDUCATION TEACHERS WITH THE AID OF STATE BUSINESS EDUCATION STAFF, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL BUSINESS EDUCATION CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) RULES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS AND BUSINESS SUBJECT AREA. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A SELECTED BIBLIOGRAPHY OF TEACHER REFERENCES, BOOKS, PAMPHLETS, PRACTICE SETS, FILMS, FILMSTRIPS, AND BULLETIN BOARD MATERIALS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

**VT 015 044**

GRADES K-6 RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.

4  
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)  
PUB DATE - 71 144P.

DESCRIPTORS - \*TEACHING GUIDES; \*RESOURCE GUIDES; CURRICULUM GUIDES; \*ELEMENTARY GRADES; CONSUMER ECONOMICS; BIBLIOGRAPHIES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; TRANSPARENCIES; GLOSSARIES; \*CONSUMER EDUCATION

ABSTRACT - PREPARED BY A GROUP OF ELEMENTARY TEACHERS, TEACHER-EDUCATORS, AND COUNSELORS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN INCORPORATING CONSUMER EDUCATION EXPERIENCES INTO THE ELEMENTARY CURRICULUM. GROUPED BY COLOR-CODED GRADE LEVELS (K-1, 3-4, 5-6), INSTRUCTIONAL UNITS ARE DEVELOPED AROUND THESE SIX CONCEPTS: (1) YOUR ROLES, RIGHTS, AND RESPONSIBILITIES; (2) OUR ECONOMIC SYSTEM, (3) HOW WE EARN AN INCOME, (4) HOW WE BUY: CONSUMER CHOICES, (5) WHY WE BUY, AND (6) HELP WE FIND IN COMMUNITIES. THE UNITS CONTAIN AN INTRODUCTION, GENERAL AND BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING EXPERIENCES AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. A GLOSSARY OF CONSUMER EDUCATION TERMS AND A BIBLIOGRAPHY OF TEACHER AND STUDENT REFERENCES ARE PROVIDED, AND SUGGESTIONS FOR ADDITIONAL ILLUSTRATIVE MATERIALS ARE APPENDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 045  
HOME ECONOMICS FOR FAMILIES WITH LIMITED INCOME RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)  
PUB DATE - 71 44P.

DESCRIPTORS - CURRICULUM GUIDES; \*RESOURCE GUIDES; \*TEACHING GUIDES; HOME ECONOMICS EDUCATION; \*FAMILY LIFE EDUCATION; \*CONSUMER EDUCATION; DISADVANTAGED GROUPS; CONSUMER ECONOMICS; BIBLIOGRAPHIES; \*LOW INCOME GROUPS; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - PREPARED BY A GROUP OF FAMILY LIFE EDUCATION TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO PROVIDE OHIO TEACHERS WITH APPROACHES FOR WORKING WITH PERSONS OF LIMITED INCOME. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER BEHAVIOR DETERMINANTS, (4) CONSUMER ALTERNATIVES, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, PERIODICALS, FILMS, AND FILMSTRIPS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A SELECTED BIBLIOGRAPHY OF REFERENCE BOOKS, PAMPHLETS, PERIODICALS, FILMS, FILMSTRIPS, AND SLIDES IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 046  
HOME ECONOMICS JOB TRAINING RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)  
PUB DATE - 71 50P.

DESCRIPTORS - \*CONSUMER EDUCATION; \*OCCUPATIONAL HOME ECONOMICS; SERVICE OCCUPATIONS; CONSUMER ECONOMICS; CURRICULUM GUIDES; \*RESOURCE GUIDES; BIBLIOGRAPHIES; \*TEACHING GUIDES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - PREPARED BY A GROUP OF HIGH SCHOOL HOME ECONOMICS TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO BE USED BY OHIO TEACHERS IN INCORPORATING CONSUMER EDUCATION EXPERIENCES INTO THE JOB TRAINING AREAS OF CHILD CARE, FABRIC, FOOD, AND COMMUNITY AND HOME SERVICES. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER BEHAVIOR DETERMINANTS, (4) CONSUMER ALTERNATIVES, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, PERIODICALS, FILMS, AND FILMSTRIPS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 047  
OCCUPATIONAL WORK ADJUSTMENT RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)  
PUB DATE - 71 51P.

DESCRIPTORS - CURRICULUM GUIDES; \*RESOURCE GUIDES; \*TEACHING GUIDES; \*VOCATIONAL

EDUCATION; \*VOCATIONAL ADJUSTMENT; \*CONSUMER EDUCATION; CONSUMER ECONOMICS; JOB APPLICATION; WAGES; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - PREPARED BY A GROUP OF JUNIOR HIGH SCHOOL TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO PROVIDE COORDINATORS OF OCCUPATIONAL WORK ADJUSTMENT PROGRAMS WITH IDEAS AND METHODS FOR INCORPORATING CONSUMER EDUCATION INTO THE CURRICULUM. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND FIVE CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) ROLES, RIGHTS, AND RESPONSIBILITIES, (4) CONSUMER BEHAVIOR DETERMINANTS, AND (5) CONSUMER ALTERNATIVES. THE UNITS CONTAIN BACKGROUND INFORMATION, OBJECTIVES, AND SUGGESTED LEARNING AND EVALUATION EXPERIENCES KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A BIBLIOGRAPHY OF TEXTBOOKS, REFERENCES, AND CONSUMER EDUCATION KITS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 046 IN THIS ISSUE. (SB)

VT 015 063

TROTTER, E.E.

THE USE OF THE CASH REGISTER.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.

MF AVAILABLE IN VT-ERIC SET.

VAS-6005

VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 (\$ .10)

PUB DATE - 72 9P.

DESCRIPTORS - AGROBUSINESS; \*UNITS OF STUDY (SUBJECT FIELDS); \*SUPPLEMENTARY TEXTBOOKS; \*BUSINESS SKILLS; VOCATIONAL AGRICULTURE; GRADE 11; GRADE 12; GRADE 13; GRADE 14; STUDY GUIDES; EQUIPMENT UTILIZATION; AGRICULTURAL EDUCATION; BUSINESS EDUCATION; SECONDARY EDUCATION; POST SECONDARY EDUCATION; INSTRUCTIONAL AIDS; GUIDES; \*CAREER EDUCATION; ADULT EDUCATION; BUSINESS IDENTIFIERS - EMPLOYMENT SKILLS; BEGINNING COMPETENCE

ABSTRACT - DESIGNED BY SUBJECT-MATTER SPECIALISTS, TEACHER EDUCATORS, AND AN ADVISORY COMMITTEE OF TEACHERS, THIS GUIDE PROVIDES A SUPPLEMENTARY TEXT FOR A UNIT OF STUDY IN A HIGH SCHOOL OR ADULT COURSE OF PRODUCTION AGRICULTURE. THE CORRECT METHODS OF USING A CASH REGISTER SHOULD GIVE THE STUDENT COMPLETE, ACCURATE, AND DETAILED INFORMATION TO HELP THE EMPLOYER CONTROL HIS BUSINESS AND REDUCE THE WORK OF KEEPING RECORDS, PROVIDING TAX INFORMATION AND MAKING OTHER REPORTS. ONE OR TWO HOURS ARE NEEDED FOR A GENERAL AGRICULTURE TEACHER TO PRESENT THE SEPARATE PROCEDURES OF THE UNIT, WHICH COVER SETTING UP THE CASH REGISTER FOR DAILY USE, PROCEDURES FOR HANDLING MONEY, AND OPERATING THE CASH REGISTER. PHOTOGRAPHS AND LINE DRAWINGS ILLUSTRATE THE TEXT. (AG)

CAREER EDUCATION.

COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT, IOWA.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 01FE872 58P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*OCCUPATIONAL CLUSTERS; \*CLUSTER GROUPINGS; \*CAREER EDUCATION; \*DEVELOPMENTAL PROGRAMS IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS COLLECTION OF 15 OCCUPATIONAL CLUSTERS WAS DEVELOPED THROUGH THE COOPERATIVE EFFORTS OF THE POTAWATTAMIE COUNTY'S EXEMPLARY PROGRAM IN CAREER EDUCATION AND THE COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT. A SCHEMATIC OUTLINE OF THE EXEMPLARY PROJECT IS FOLLOWED BY A BREAKDOWN OF EACH OF THE 15 CLUSTERS INTO SPECIFIC FUNCTIONS OR OCCUPATIONS. CLUSTERS INCLUDE: (1) TRANSPORTATION, (2) FINE ARTS AND HUMANITIES, (3) COMMUNICATION AND MEDIA, (4) PERSONAL SERVICES OCCUPATIONS, (5) CONSTRUCTION, (6) HOSPITALITY AND RECREATION, (7) HEALTH OCCUPATIONS, (8) MARINE SCIENCE OCCUPATIONS, (9) CONSUMER AND HOMEMAKING, (10) AGROBUSINESS AND NATURAL RESOURCES, (11) ENVIRONMENT, (12) PUBLIC SERVICE, (13) BUSINESS AND OFFICE, (14) MANUFACTURING, AND (15) MARKETING AND DISTRIBUTION. (AW)

VT 015 088  
ELECTRONICS 2. LEARNER'S MANUAL.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE.

MF AVAILABLE IN VT-ERIC SET.

OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210

PUB DATE - 72 253P.

DESCRIPTORS - \*CAREER EDUCATION; SECONDARY GRADES; \*TRADE AND INDUSTRIAL EDUCATION; MANUALS; \*ELECTRONICS; REFERENCE MATERIALS; INSTRUCTIONAL AIDS; CURRICULUM ENRICHMENT; \*STUDY GUIDES; LEARNING ACTIVITIES; LEARNING EXPERIENCE; \*WORKSHEETS; JOB SKILLS; BEHAVIORAL OBJECTIVES; MANUFACTURING; COMMUNICATIONS; APPLIANCE SERVICE TECHNICIAN; ELECTRONICS INDUSTRY IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY AN INSTRUCTIONAL MATERIALS LABORATORY, THIS LEARNER'S MANUAL PROVIDES A STUDY GUIDE FOR SECONDARY STUDENTS IN A 1-YEAR BEGINNING ELECTRONICS COURSE. THE AIM OF THE GUIDE IS TO AID THE ELECTRONICS STUDENT STUDY OUTSIDE THE CLASSROOM BY BREAKING THE TEXTBOOK DOWN INTO SMALL STUDY UNITS, INFORMING THE STUDENT OF THE FUNDAMENTAL POINTS OF EACH UNIT, AND ALLOWING HIM TO SEE HOW WELL HE HAS LEARNED EACH UNIT. AN UNDERSTANDING OF THE PRACTICAL APPLICATIONS OF ELECTRONICS IS GAINED BY USE OF WORKSHEETS, EACH OF WHICH LISTS RELEVANT PAGES IN REFERENCE TEXTS, AND PROVIDES QUESTIONS AND SPACE FOR ANSWERING. THE MANUAL CONTAINS GENERAL INSTRUCTIONS FOR STUDYING THE TEXT AND SPECIFIC DIRECTIONS FOR PREPARING EACH ASSIGNMENT. IN ADDITION, THE 122 STUDY UNITS PROVIDE SPACE FOR LISTING

ADDITIONAL REFERENCES AND FOR THE INSTRUCTOR'S ADDITIONS. INDIVIDUAL WORKSHEETS ARE PERFORATED FOR EASY REMOVAL, AND THREE-HOLE PUNCHED FOR INSERTION IN A RING BINDER. THIS LEARNER'S MANUAL IS USED IN CONJUNCTION WITH THE INSTRUCTOR'S MANUAL (VT 015 089) AND THE EXPERIMENTAL MANUAL (VT 015 090) AVAILABLE IN AIM VOL. 5, NO. 4. (AG)

VT 015 116  
CONTEMPORARY AMERICAN PROBLEMS AND GOVERNMENT....GRADE A12. AN INSTRUCTIONAL GUIDE.

LOS ANGELES CITY SCHOOLS CALIF. DIV. OF INSTRUCTIONAL PLANNING SERVICES.  
MF AVAILABLE IN VT-  
PUB-X-70

PUB DATE - 67 17P 5 COLLECTION

DESCRIPTORS - \*TEACHING GUIDES; \*SOCIOLOGY; \*ECONOMICS; GRADE 12; INSTRUCTIONAL MATERIALS; \*CONCEPT TEACHING; LEARNING ACTIVITIES; \*GOVERNMENT ROLE; DECISION MAKING; SOCIAL PROBLEMS  
IDENTIFIERS - DECISIONS; ECONOMIC AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE IS DESIGNED TO ASSIST TEACHERS IN PRESENTING THE BASIC CONCEPTS NECESSARY TO ENABLE 12TH GRADE STUDENTS TO EVALUATE SOCIAL AND ECONOMIC PROBLEMS IN THE AMERICAN SOCIETY. TOPICS IN THE DISCIPLINES OF SOCIOLOGY AND ECONOMICS ARE INCLUDED, WITH MAJOR EMPHASIS ON THE ANALYSIS OF SELECTED PROBLEMS WHICH IMPINGE ON THE ROLE OF GOVERNMENT IN OUR SOCIETY. UNIT I OF THE GUIDE, TO BE COVERED IN 3 TO 4 WEEKS, IS CONCERNED WITH THE PRINCIPLES OF SOCIOLOGY AND ECONOMICS AS BASES FOR MAKING POLITICAL, SOCIAL, AND ECONOMIC DECISIONS, WHILE UNIT II, WITH A SUGGESTED TIME ALLOTMENT OF 13 TO 14 WEEKS, COVERS 9 SOCIO-ECONOMIC PROBLEM AREAS CONFRONTING INDIVIDUALS, GROUPS, AND GOVERNMENT. CONTENTS ARE STATED AS CONCEPTS TO BE MASTERED, AND NUMEROUS LEARNING ACTIVITIES ARE SUGGESTED, TO ALLOW FOR THE USE OF DIFFERENT TEACHING METHODS IN ORDER TO PROVIDE VARIETY AND TO SUIT THE ABILITY LEVELS OF THE STUDENTS. (AW)

VT 015 130  
INDUSTRIAL MATHEMATICS 1. AN INSTRUCTIONAL GUIDE FOR SENIOR HIGH SCHOOL.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.  
MF AVAILABLE IN VT-ERIC SET.  
CTVE-N-129; PUB-SC-573

PUB DATE - 59 92P PAES COLLECTION

DESCRIPTORS - \*TEACHING GUIDES; \*TECHNICAL MATHEMATICS; MATHEMATICS; \*INDUSTRIAL EDUCATION; SENIOR HIGH SCHOOLS; \*MATHEMATICAL VOCABULARY; VOCABULARY DEVELOPMENT; LESSON PLANS; LEARNING ACTIVITIES; TEACHER DEVELOPED MATERIALS; MATHEMATICAL CONCEPTS; PERCENTAGE; ALGEBRA; GEOMETRY; MODERN MATHEMATICS; MATHEMATICAL APPLICATIONS; MEASUREMENT; \*VOCATIONAL EDUCATION; INSTRUCTIONAL MATERIALS  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS GUIDE IS DESIGNED TO AID HIGH SCHOOL MATHEMATICS TEACHERS IN

PRESENTING A COURSE PLANNED FOR STUDENTS WHOSE VOCATIONAL GOALS REQUIRE THAT THEY DEMONSTRATE UNDERSTANDINGS AND SKILLS IN INDUSTRIAL APPLICATIONS OF BASIC PRINCIPLES OF MATHEMATICS. THE FIRST SEMESTER COURSE IN A SEQUENCE DESIGNED FOR STUDENTS REQUIRING THIS SPECIALIZED PREPARATION, THE GUIDE REFLECTS NEW TRENDS IN THAT IT EMPHASIZES A NEW VOCABULARY OF PRECISION MEASUREMENT AND MEASURING INSTRUMENTS, ESTIMATION, MENTAL CALCULATIONS, AND MODERN VOCATIONAL APPLICATIONS OF ALGEBRA AND GEOMETRY. FOLLOWING BRIEF INTRODUCTORY MATERIAL, COURSE OBJECTIVES, AND SUGGESTED TEACHING SEQUENCE, UNITS OF INSTRUCTION COVER ARITHMETIC IN TRADE AND INDUSTRY, DENOMINATE NUMBERS AT WORK, PERCENTAGE ON THE JOB, PRACTICAL GEOMETRY, AND COMPUTATION WITH MEASURES. SECTIONS ON SUGGESTED APPROACH, ACTIVITIES, AND MATERIALS, PREPARED BY EXPERIENCED TEACHERS WHO HAVE FOUND THE SUGGESTIONS USEFUL IN ACTUAL CLASSROOM SITUATIONS, ARE INCLUDED FOR EACH INSTRUCTIONAL UNIT, AS WELL AS TOPICAL OUTLINES OF CONTENT, AND SUGGESTED REFERENCES. THROUGHOUT THE GUIDE, PROVISION IS MADE FOR INDIVIDUAL DIFFERENCES AND FOR THE INCLUSION OF ENRICHMENT TOPICS. (AW)

VT 015 198  
ROBINSON, LUCAS D.; PAYNE, JANIE B.  
PEOPLE WE SEE, KNOW, LIKE. CAREER DEVELOPMENT, KINDERGARTEN.

PONTIAC CITY SCHOOL DISTRICT, MICH.  
MF AVAILABLE IN VT-ERIC SET.  
CTVE-A-31

PUB DATE - 72 12P PAES COLLECTION

DESCRIPTORS - \*TEACHING GUIDES; \*CAREER EDUCATION; KINDERGARTEN; \*SELF CONCEPT; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; \*ROLE PERCEPTION; \*OCCUPATIONAL INFORMATION; EMPLOYMENT; JOBS; INSTRUCTIONAL MATERIALS  
IDENTIFIERS - SELF AWARENESS; ATTITUDES APPRECIATIONS; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS KINDERGARTEN-LEVEL INSTRUCTIONAL UNIT IS DESIGNED TO AID TEACHERS IN ACQUAINTING CHILDREN WITH BASIC INFORMATION ON THE ROLES OF DIFFERENT PEOPLE, BOTH WITHIN AND OUTSIDE THE FAMILY; THE CHILDREN'S OWN ROLES WITHIN THE FAMILY AND SCHOOL; VARIOUS OCCUPATIONS IN THE SCHOOL AND COMMUNITY; A VARIETY OF JOBS IN THE HOME, SCHOOL AND COMMUNITY; AND THE CONCEPTS OF WORK AND SPECIFIC JOBS. CONTENTS INCLUDE TEACHING SUGGESTIONS, SUGGESTED LEARNING ACTIVITIES, BULLETIN BOARD TECHNIQUES, AND A LISTING OF BOOKS, FILM/STRIPS, POSTERS, AND A LEARNING ACTIVITY KIT. A SET OF PICTURES DEPICTING VARIOUS OCCUPATIONS, TO BE IDENTIFIED BY PUPILS BY COLOR-CODING, IS PROVIDED FOR PUPIL EVALUATION AT THE END OF THE UNIT. (AW)

VT 015 219  
MCLOTT, LOUISE, AND OTHERS  
COMMUNICATIONS AS A MEANS FOR TRANSMITTING CULTURE. A RESOURCE UNIT FOR INTERMEDIATE GRADES.

GEORGIA STATE DEPT. OF EDUCATION, ATLANTA.  
DIV. OF VOCATIONAL AND LEADERSHIP EDUCATION  
MF AVAILABLE IN VT-ERIC SET.

CVTE-B-51

PUB DATE - 20AUG71 6P.PAES COLLECTION;  
DEVELOPED AT CAREER ORIENTATION WORKSHOP  
(ATHENS, GEORGIA, AUGUST 16-20, 1971).

DESCRIPTORS - \*INTERMEDIATE GRADES; \*CAREER EDUCATION; \*LANGUAGE ARTS; COMMUNICATION (THOUGHT TRANSFER); BEHAVIORAL OBJECTIVES; CURRICULUM ENRICHMENT; CULTURAL AWARENESS; BIBLIOGRAPHIES; \*RESOURCE UNITS; \*LEARNING ACTIVITIES; CLASS ACTIVITIES; AUDIOVISUAL AIDS

IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BRIEF RESOURCE UNIT FOR INTERMEDIATE GRADES IS AN OUTLINE FOR TEACHER USE IN DEVELOPING LANGUAGE ARTS ABILITIES, AS A MEANS OF PROMOTING CULTURAL UNDERSTANDING. IN THE UNIT, THERE IS A BRIEF COURSE RATIONALE, (2) A TWO-SENTENCE RATIONALE FOR LEARNING ACTIVITIES, (3) 13 BEHAVIORAL OBJECTIVES, (4) A LIST OF RESOURCE PERSONNEL FROM THE FIELDS OF LAW, EDUCATION, PUBLISHING, LIBRARIES AND MUSEUMS, AND ENTERTAINMENT, (5) COCURRICULAR ACTIVITIES LIST, AND (6) FIVE PROGRAM OBJECTIVES FOR THE TEACHER, ALL OF WHICH WERE DEVELOPED BY A COMMITTEE OF COUNTY REPRESENTATIVES IN A CAREER ORIENTATION WORKSHOP AT THE UNIVERSITY OF GEORGIA. ALSO PROVIDED ARE LISTS OF PREPARATORY AND REINFORCING CLASS ACTIVITIES, EIGHT "REAL-LIFE" CLASS PROJECTS, A LIST OF EQUIPMENT AND MATERIALS, AND A BIBLIOGRAPHY OF 12 BOOKS. (AG)

VT 015 223

BARNES, OZIE, AND OTHERS  
CAREERS IN TECHNOLOGY. A RESOURCE UNIT FOR GRADES THREE AND FOUR.

GEORGIA STATE DEPT. OF EDUCATION, ATLANTA.  
DIV. OF VOCATIONAL AND LEADERSHIP EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 20AUG71 8P.DEVELOPED AT CAREER ORIENTATION WORKSHOP (ATHENS, GEORGIA, AUGUST 16-20, 1971); PAES COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
\*INSTRUCTIONAL MATERIALS; \*RESOURCE UNITS;  
GRADE 3; GRADE 4; \*TECHNOLOGY; \*OCCUPATIONAL INFORMATION; STUDENT EVALUATION; TECHNICAL OCCUPATIONS; LEARNING ACTIVITIES; TEACHING PROCEDURES

IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DEVELOPED AT A CAREER ORIENTATION WORKSHOP, THIS RESOURCE UNIT IS INTENDED TO PROVIDE THIRD AND FOURTH GRADE PUPILS WITH SOME KNOWLEDGE OF THE VARIOUS SKILLED AND SEMI-SKILLED TECHNICIAN CAREERS AVAILABLE. SPECIFIC OBJECTIVES INCLUDE: (1) TO HELP THE CHILD LEARN TO DO INDEPENDENT RESEARCH ABOUT WORKERS WITH TECHNOLOGICAL CAREERS, (2) TO AID THE CHILD IN COMMUNICATION SKILLS WITH ABILITIES TO RELATE TO TECHNOLOGICAL OCCUPATIONS, AND (3) TO PROVIDE MEANINGFUL ACTIVITIES IN WHICH THE CHILD WILL DEVELOP HIS ABILITIES TO UNDERSTAND AND COMPREHEND SYMBOLIC STRUCTURES IN RELATION TO SPECIFIC DESIGNS. AN OCCUPATIONAL CLASSIFICATION OF 24 TECHNOLOGY CAREERS IS GIVEN, AS WELL AS CONTENT SUGGESTIONS FOR THE UNIT, A LIST OF LEARNING EXPERIENCES, RESOURCES TO USE, AND INSTRUCTIONAL STRATEGIES. SUGGESTED EVALUATIVE MEASURES ARE LISTED ALONG WITH

SAMPLE ESSAY, SHORT ANSWER, TRUE-FALSE, MATCHING, MULTIPLE-CHOICE, AND COMPLETION QUESTIONS OR STATEMENTS. LINKING POSSIBILITIES WITH OTHER SUBJECT AREAS ARE PRESENTED AND A BIBLIOGRAPHY IS INCLUDED. (GEB)

VT 015 237

KEMP, LOUIE E., CCMP.  
TALKING SHOP TO WISE CONSUMERS.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, STATE COLLEGE.;MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

HOM-ECCN-PUB-6000

MISSISSIPPI STATE UNIVERSITY, CURRICULUM COORDINATING UNIT, P.O. DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 (\$2.00)  
PUB DATE - 71 122P.

DESCRIPTORS - RESOURCE GUIDES; BEHAVIORAL OBJECTIVES; \*CAREER EDUCATION; \*CONSUMER EDUCATION; \*INSTRUCTIONAL MATERIALS; INSTRUCTIONAL AIDS; \*TEACHING GUIDES; RESOURCE MATERIALS; SELF CONCEPT; SELF ACTUALIZATION; COURSE ORGANIZATION; FAMILY LIFE EDUCATION; \*RESOURCE UNITS; EVALUATION METHODS; SELF EVALUATION; GLOSSARIES; MONEY MANAGEMENT; GRADE 11; GRADE 12  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS RESOURCE UNIT ON CONSUMER EDUCATION, DEVELOPED AND AUTHENTICATED BY A COMMITTEE OF EDUCATORS AND BUSINESSMEN AND FIELD TESTED FOR TWO YEARS IN TWO MISSISSIPPI HIGH SCHOOLS, IS DESIGNED FOR A 1-YEAR COURSE IN A HOME ECONOMICS CLASS AT THE 11TH OR 12TH GRADE LEVEL. PROVIDING A BROAD INSTRUCTIONAL BASIS FOR STUDENT-TEACHER-COMMUNITY INTERACTION DERIVED FROM SELF-KNOWLEDGE AND APPLIED TO EVALUATIONS OF THE MARKET PLACE, THIS TEACHING GUIDE FOCUSES UPON ASPECTS OF AVAILABLE CONSUMER RESOURCES. FLEXIBILITY OF APPROACH AND BROADNESS OF SCOPE ARE STRESSED FOR MEANINGFUL, REALISTIC PREPARATION OF STUDENTS FOR A FUTURE PLACE IN THE COMMUNITY. THE OUTLINE OF INSTRUCTIONAL CONTENT IS PRESENTED IN A 3-COLUMN FORMAT TYING SPECIFIC CONCEPTS AND BEHAVIORAL OBJECTIVES TO LEARNING EXPERIENCES AND EVALUATIONS AND EXPRESSING THE RATIONALE IN THE FORM OF GENERALIZATIONS. AN EXTENSIVE APPENDIX, KEYED TO THE GUIDE, LISTS MANY RESOURCE MATERIALS INCLUDING A WIDE VARIETY OF AUDIOVISUAL AIDS. GENERAL COURSE OBJECTIVES, SUGGESTED TEACHING METHODS AND MEDIA, A GLOSSARY, AND A FINAL REFERENCE LIST COMPLETE THE UNIT. (AG)

VT 015 238

KEMP, LOUIE E.  
TALKING SHOP TO TEENAGE CONSUMERS. YOU ARE A CONSUMER.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, STATE COLLEGE.;MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

MISSISSIPPI STATE UNIVERSITY, CURRICULUM COORDINATING UNIT, P.O. DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 (\$1.00)

PUB C 71 1FP.

DESCRIPTORS - GRADE 11; GRADE 12; THREE DIMENSIONAL AIDS; \*CONSUMER EDUCATION; \*INSTRUCTIONAL MATERIALS; INSTRUCTIONAL AIDS; \*STUDY GUIDES; VISUAL AIDS; \*CAREER EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); ACTIVITY UNITS; BEHAVIORAL OBJECTIVES; ACTIVITY LEARNING; \*CONSUMER ECONOMICS; CURRICULAR ACTIVITIES; QUESTION ANSWER INTELLIGENCES; QUESTIONNAIRES; OBJECTIVE TESTS; STUDENT TESTING  
IDENTIFIERS - SELF AWARENESS; \*ECONOMIC AWARENESS

ABSTRACT - DEVELOPED BY THE CURRICULUM COORDINATING UNIT OF MISSISSIPPI STATE UNIVERSITY, THIS 18-PAGE LOOSE LEAF SET OF STUDENT WORKSHEETS FOR A 2-SEMESTER VOCATIONAL HOME ECONOMICS COURSE FOR GRADE 11 OR GRADE 12, AIMED AT TEENAGE CONSUMER EDUCATION, STATES ITS LEARNING OBJECTIVES IN THE INTRODUCTION AS AN UNDERSTANDING OF PRIVATE ENTERPRISE AND THE ROLE OF THE CONSUMER IN THE ECONOMY. FOUR INTRODUCTORY EXERCISES, FOUR LESSONS, A PRETEST WITH A TEACHER KEY, A SELF TEST WITH A STUDENT KEY, AND A LIST OF FOUR SUGGESTED COCURRICULAR ACTIVITIES COMPLETE THE STUDY UNIT. THE PRETEST CONTAINS 15 TRUE-FALSE QUESTIONS, FIVE COMPLETION QUESTIONS, AND 10 TERMS TO DEFINE. EACH LESSON STATES THE CENTRAL FOCUS, THE LESSON OBJECTIVES, INSTRUCTIONS, AND RELATED LEARNING ACTIVITIES. THE SECOND LESSON INCLUDES AN 18-QUESTION FORM FOR INTERVIEWING A BUSINESS MANAGER, WHICH IS THE LEARNING ACTIVITY USED IN THE LESSON. LINE DIAGRAMS USED AS PATTERNS FOR A 3-DIMENSIONAL MODEL OF A BUSINESS ILLUSTRATE ONE OF LESSON 3'S TWO LEARNING ACTIVITIES. (AG)

VT 015 239

STONE, LLOYD A.; PEER, GARY G.  
IMPLEMENTING A FUNCTIONAL ELEMENTARY SCHOOL GUIDANCE PROGRAM. A HANDBOOK ON ELEMENTARY SCHOOL GUIDANCE.

KANSAS STATE DEPT. OF EDUCATION,  
TOPEKA; KANSAS STATE TEACHERS COLL., EMPORIA.  
DIV. OF TEACHER EDUCATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
STATE DEPT. OF EDUCATION, GUIDANCE & PUPIL PERSONNEL SERVICES SECTION, 120 EAST TENTH, TOPEKA, KANSAS 66612 (LIMITED SUPPLY)  
PUB DATE - 70 59P.

DESCRIPTORS - \*CAREER EDUCATION; \*PROGRAM GUIDES; \*DEVELOPMENTAL PROGRAMS; ADMINISTRATOR GUIDES; ELEMENTARY GRADES; COUNSELORS; COUNSELOR SELECTION; COUNSELOR TRAINING; GUIDANCE; \*GUIDANCE PROGRAMS; GUIDANCE SERVICES; GUIDANCE COUNSELING; GUIDANCE FUNCTIONS; \*DEMONSTRATION PROJECTS  
IDENTIFIERS - DECISIONS; EDUCATIONAL AWARENESS; SELF AWARENESS; ATTITUDES APPRECIATION; NATIONAL DEFENSE EDUCATION ACT TITLE 5; NDEA TITLE V

ABSTRACT - THIS HANDBOOK, DESIGNED TO AID SCHOOL PERSONNEL IN UNDERSTANDING FACTORS THAT MAY SIGNIFICANTLY INFLUENCE THE DEVELOPMENT OF AN ELEMENTARY SCHOOL GUIDANCE PROGRAM WAS PUBLISHED THROUGH THE COOPERATIVE EFFORTS OF THE GUIDANCE SERVICES SECTION OF

THE KANSAS STATE DEPARTMENT OF PUBLIC INSTRUCTION AND THE DIVISION OF TEACHER EDUCATION, KANSAS STATE TEACHERS COLLEGE. THE MATERIAL INCLUDED REPRESENTS THE CONCLUSIONS AND OBSERVATIONS OF THE COUNSELORS IN A 3- TO 5-YEAR DEMONSTRATION PROJECT IN ELEMENTARY SCHOOL GUIDANCE CONDUCTED IN AN ELEMENTARY TEACHERS COLLEGE CAMPUS AND FUNDED THROUGH THE NATIONAL DEFENSE EDUCATION ACT, TITLE V. IN THREE SECTIONS DEALING WITH THE ELEMENTARY SCHOOL GUIDANCE PROGRAM AS IT RELATES TO THE SCHOOL ADMINISTRATION, TO THE TEACHER, AND TO THE COUNSELOR, THE HANDBOOK PROVIDES GUIDELINES FOR DEVELOPMENT OF A PROGRAM AIMED AT HELPING PUPILS IN ASSESSING AND UNDERSTANDING THEIR ABILITIES, APTITUDES, INTERESTS AND EDUCATIONAL NEEDS IN ORDER TO HELP THEM MAKE AND MAINTAIN NORMAL PERSONAL-SOCIAL ADJUSTMENTS. RULES AND RESPONSIBILITIES OF ADMINISTRATORS, TEACHERS, AND COUNSELORS; SUGGESTIONS FOR TEACHER AND COUNSELOR SELECTION; TEACHING AND COUNSELING HINTS; AND SUGGESTIONS FOR IMPLEMENTING THE PROGRAM ARE PROVIDED. SAMPLE FORMS, COUNSELOR MATERIALS, AND A SAMPLE TEACHER RESPONSE QUESTIONNAIRE ARE APPENDED. (AW)

VT 015 240

CAREER OCCUPATIONAL UNITS.

POTTAWATTAMIE COUNTY SCHOOL SYSTEM, COUNCIL BLUFFS, IOWA. HALVERSON CENTER FOR EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 442P.

DESCRIPTORS - \*DEVELOPMENTAL PROGRAMS; \*CAREER EDUCATION; \*OCCUPATIONAL INFORMATION; \*UNITS OF STUDY (SUBJECT FIELDS); \*TEACHING GUIDES; INSTRUCTIONAL AIDS; STUDENT EVALUATION; COGNITIVE OBJECTIVES; OCCUPATIONS; RESOURCE MATERIALS; ELEMENTARY GRADES; EDUCATIONAL NEEDS; RELEVANCE (EDUCATION); COUNTY PROGRAMS; REFERENCE MATERIALS  
IDENTIFIERS - CAREER AWARENESS; CAREER ORIENTATION; EDUCATIONAL AWARENESS

ABSTRACT - DEVELOPED WITHIN THE POTTAWATTAMIE COUNTY IOWA SCHOOL SYSTEM'S EXEMPLARY PROJECT, THIS TEACHING GUIDE GIVES THE ELEMENTARY TEACHER AN ORGANIZED PLAN FOR PRESENTING OCCUPATIONAL INFORMATION TO PUPILS ON ANY ELEMENTARY GRADE LEVEL. EACH UNIT OF STUDY DEALS WITH A PARTICULAR OCCUPATION AND INCLUDES SUGGESTED CONTENT FOR THE SIX SESSIONS MAKING UP THE UNIT, THE OBJECTIVES SOUGHT, A PRE- AND POSTTEST, INFORMATION ON THE HISTORY AND NATURE OF THE WORK, THE EDUCATIONAL REQUIREMENTS, THE EARNINGS, AND THE ADVANTAGES AND DISADVANTAGES OF THE OCCUPATION. A 1-PAGE SUMMARY SHEET AND A LIST OF RESOURCES ARE INCLUDED IN EACH UNIT. OVER 40 OCCUPATIONAL UNITS MAKE UP THE LOOSE-LEAF DOCUMENT, BOUND IN A RING NOTEBOOK. THE PURPOSE OF THE UNITS IS TO ACQUAINT GRADE SCHOOL CHILDREN WITH A PARTICULAR OCCUPATION, AND TO MAKE THEM USEFUL FOR ANY GRADE LEVEL. THE UNITS MAY BE EXPANDED OR MODIFIED BY THE CLASSROOM TEACHER TO MEET THE PARTICULAR NEEDS OF THE CLASS. (MU)

VT 015 267

TEACHING TAXES PROGRAM. TEACHER'S GUIDE.

DEPARTMENT OF THE TREASURY, WASHINGTON, D.C.  
INTERNAL REVENUE SERVICE.  
MF AVAILABLE IN VT-ERIC SET.  
IRS-PUB-19  
PUB DATE - 72 36P.

DESCRIPTORS - \*TEACHING GUIDES;  
TRANSPARENCIES; \*VISUAL AIDS; \*TAXES;  
EDUCATIONAL OBJECTIVES; \*INSTRUCTIONAL AIDS;  
PUZZLES; GOVERNMENT ROLE; \*FEDERAL  
GOVERNMENT; LESSON PLANS; ANSWER KEYS  
IDENTIFIERS - \*FEDERAL AGENCIES; ECONOMIC  
AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS 1972 EDITION OF A TEACHING GUIDE FOR A PROGRAM ON TEACHING TAXES, WRITTEN BY THE INTERNAL REVENUE SERVICE, FORMS PART OF A UNIT CONTAINING ALL INSTRUCTIONAL MATERIALS FOR THE COURSE. FREE TAX GUIDES WILL BE SENT TO THE SCHOOLS ORDERING THE CORRESPONDING TEXT "UNDERSTANDING TAXES." TEACHER FEEDBACK IS ENCOURAGED AND SUGGESTIONS TO THE TEACHER ARE GIVEN. THE PROGRAM OBJECTIVES INCLUDE PREPARATION OF ACCURATE TAX RETURNS, AN UNDERSTANDING OF THE INTERNAL REVENUE SERVICE, AND A RECOGNITION OF THE IMPORTANCE AND ROLE OF TAXES IN OUR SOCIETY. LESSON OBJECTIVES FOR THE FIRST FOUR CHAPTERS ARE GIVEN, AS WELL AS TWO SAMPLE LESSON PLANS. FORM 1040 AND SCHEDULES A AND B ARE PRINTED FOR USE AS TRANSPARENCIES. A CROSSWORD PUZZLE ON TAX TERMS WITH A SOLUTION IS INCLUDED, WHICH CAN BE USED AS A QUIZ. SOLUTIONS TO PROBLEMS IN THE STUDENT TEXTS, WHICH INCLUDE A GENERAL AND A FARM EDITION, ARE LISTED. A LIST OF THE 50 MOST COMMON QUESTIONS ABOUT FILING INCOME TAX RETURNS COMPLETES THE GUIDE. (AG)

VT 015 269  
CONSUMER EDUCATION UNITS FOR CONSUMER AND HOMEMAKING PROGRAMS. FINAL REPORT.

PHILADELPHIA SCHOOL DISTRICT, PA. DIV. OF VOCATIONAL EDUCATION.  
PENNSYLVANIA STATE DEPT. OF EDUCATION.  
HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
SCHOOL DIST. OF PHILADELPHIA, PUBLICATIONS OFFICE, 219 N. BROAD ST. 8TH FLOOR, PHILA.  
PENNSYLVANIA 19107 (\$2.00)  
PUB DATE - 71 74P.

DESCRIPTORS - \*CONSUMER EDUCATION; HOMEMAKING EDUCATION; \*TEACHING GUIDES; BIBLIOGRAPHIES; AUDIOVISUAL AIDS; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; EDUCATIONAL RESOURCES; LEARNING ACTIVITIES; STUDENT PARTICIPATION; ACHIEVEMENT TESTS; \*CAREER EDUCATION

ABSTRACT - DEVELOPED BY HOME ECONOMICS TEACHERS WITH THE AID OF CONSULTANTS FROM INDUSTRIAL ARTS AND BUSINESS EDUCATION, THIS TEACHING RESOURCE IS DESIGNED TO PROVIDE THE CLASSROOM TEACHER WITH INFORMATION NEEDED FOR EFFECTIVE CONSUMER EDUCATION. THE 10 UNITS CAN BE INCORPORATED INTO A NUMBER OF ORGANIZATIONAL PATTERNS WITHIN THE SCHOOL, SUCH AS PART OF ALL AREAS OF HOME ECONOMICS, A SEPARATE COURSE TAUGHT BY ONE TEACHER, OR A COURSE TAUGHT BY A TEAM OF TEACHERS FROM DIFFERENT DISCIPLINES. THE UNITS, WHICH COVER

SUCH TOPICS AS DECISION MAKING, MONEY MANAGEMENT, HEALTH INSURANCE, LEISURE TIME, AND CONSUMER LEGISLATION, CONTAIN THESE COMPONENTS: (1) A GENERALIZATION, (2) BEHAVIORAL OBJECTIVES WHICH ARE KEYED TO ACTIVITIES, (3) A BIBLIOGRAPHY OF BOOKS READILY AVAILABLE TO THE TEACHER, (4) CONCEPTS WITH RELATED CONTENT, AND (5) LEARNING ACTIVITIES WHICH ARE KEYED TO THE CONCEPTS AND BIBLIOGRAPHY. THE LEARNING ACTIVITIES INCLUDE DISCUSSIONS, FIELD TRIPS, UTILIZATION OF TRANSPARENCIES AND OTHER AUDIOVISUAL AIDS, AND OTHER ACTIVITIES REQUIRING STUDENT INVOLVEMENT. A PRE-AND-POST-TEST EVALUATION INSTRUMENT IS INCLUDED. (SB)

VT 015 280  
DRYWALL CONSTRUCTION WORKBOOK, PART 2.

CALIFORNIA STATE DEPT. OF EDUCATION,  
SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 328P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*CAREER EDUCATION; \*BUILDING TRADES; \*WORKBOOKS; INSTRUCTIONAL MATERIALS; BUILDING MATERIALS; APPRENTICESHIPS; SECONDARY GRADES; CURRICULUM GUIDES; STUDY GUIDES; SUPPLEMENTARY TEXTBOOKS;  
\*CONSTRUCTION (PROCESS); TRAINING OBJECTIVES; INSTRUCTIONAL AIDS; VISUAL AIDS; COURSE CONTENT; ACTIVITY LEARNING; ACTIVITY UNITS;  
LEARNING ACTIVITIES  
IDENTIFIERS - EMPLOYMENT SKILLS; \*DRYWALL CONSTRUCTION; BEGINNING COMPETENCE

ABSTRACT - THIS HIGHLY SPECIALIZED TRAINING GUIDE WAS DESIGNED UNDER THE DIRECTION OF THE CALIFORNIA STATE EDUCATIONAL ADVISORY COMMITTEE FOR THE DRYWALL TRADE, FOR USE BY APPRENTICES IN THE DRYWALL TRADES. FIVE STUDY UNITS COVER THE COURSE CONTENT OF FRAMING THE BUILDING, PLANNING AND BLUEPRINT READING, FINISHING THE INTERIOR, AND WELDING. THE CONTENT OF EACH UNIT IS DETAILED IN LESSON-SIZED TOPICS FOR THE STUDENT'S USE AND CAN BE USED AS SUPPLEMENTARY TEXT, A WORKBOOK, AND A STUDY GUIDE. FOR EXAMPLE, THE FIRST UNIT, COVERING FRAMING, IS PRESENTED IN 15 TOPICS EACH CONTAINING TEXT MATERIAL ILLUSTRATED WITH LINE DRAWINGS, AND A STUDENT SELF-TESTING WORKSHEET COVERING THE READING. THE TEXT OF THE UNITS ON FRAMING INCLUDES INFORMATION ON TYPES OF CONSTRUCTION, METHODS, MATERIALS AND SPECIFICATION, BUILDING CODES, FHA REGULATIONS, AND MATERIALS REGULATIONS. A LIST OF RECOMMENDED INSTRUCTIONAL MATERIALS IS GIVEN. AT THE BEGINNING OF EACH SUBTOPIC IS A LIST OF QUESTIONS ANSWERED WITHIN THAT UNIT. THIS DOCUMENT IS A REVISION OF VT 011 252, ANNOUNCED IN THE SPRING 1971 ISSUE OF AIM. (MU)

VT 015 284  
SMITH, JOEL, AND OTHERS  
CAREERS IN BIOLOGICAL SCIENCES--PLANTS.  
ELEMENTARY UNIT FOR GRADES 3 AND 4. COBB COUNTY OCCUPATIONAL AND CAREER DEVELOPMENT PROGRAM.

COBB COUNTY BOARD OF EDUCATION, MARIETTA, GA.  
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 22P.

DESCRIPTORS - \*CAREER EDUCATION; TAPE RECORDINGS; FILMS; SUPPLEMENTARY TEXTBOOKS; \*TEACHING GUIDES; INSTRUCTIONAL AIDS; RESOURCE MATERIALS; REFERENCE MATERIALS; GRADE 3; GRADE 4; COMMUNITY INVOLVEMENT; \*BEHAVIORAL OBJECTIVES; \*LEARNING ACTIVITIES; \*PLANT SCIENCE; ROLE PLAYING; FIELD TRIPS IDENTIFIERS - \*CAREER AWARENESS; SELF AWARENESS; ATTITUDES APPRECIATIONS; CAREER DEVELOPMENT METHOD

ABSTRACT - THIS INSTRUCTIONAL UNIT IS DESIGNED TO AID THIRD AND FOURTH GRADE TEACHERS IN CONDUCTING COURSES ON PLANT SCIENCES, BY PROVIDING MOTIVATIONAL STRATEGY FOR THE STUDY OF NATURE, AND STIMULATING INTEREST IN ECOLOGY AND CONSERVATION OF NATURAL RESOURCES. PART OF A COUNTY OCCUPATIONAL AND CAREER DEVELOPMENT PROGRAM EMPHASIZING THE RELATION OF SUBJECT MATTER TO THE COMMUNITY AND SEEKING TO INTRODUCE STUDENTS TO VARIOUS CAREER CLUSTERS FOUND IN THE COMMUNITY, THE UNIT PROVIDES CONCEPTS AND OBJECTIVES, SUBJECT MATTER, OCCUPATIONAL INFORMATION, MOTIVATION AND STUDY ACTIVITIES, MATERIALS NEEDED, EVALUATION SUGGESTIONS, AND A BIBLIOGRAPHY OF TEACHER AND STUDENT REFERENCES, TEACHER AIDS, AND SOURCES OF RESOURCE MATERIALS. BASIC ELEMENTS OF THE CAREER DEVELOPMENT METHOD INCLUDE THE USE OF RESOURCE PERSONS, FIELD TRIPS, ROLE PLAYING, STIMULATION OF OCCUPATIONAL AWARENESS, SUBJECT MATTER INTERACTION, AND MANIPULATIVE ACTIVITY. (AW)

VT 015 321  
INDUSTRIAL BANKING.

JEFFERSON COUNTY SCHOOL DISTRICT R-1,  
LAKEWOOD, COLO.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 238P.PAES COLLECTION

DESCRIPTORS - RESOURCE MATERIALS; \*TEACHING GUIDES; INSTRUCTIONAL MATERIALS; TESTS; COURSE OBJECTIVES; \*BANKING; ECONOMICS; \*FINANCIAL SERVICES; \*BANKING VOCABULARY; \*CREDIT (FINANCE); SECONDARY GRADES; LEARNING ACTIVITIES

IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE IS DESIGNED TO AID TEACHERS IN CONDUCTING COURSES ON BANKING AND FINANCE IN THE SECONDARY GRADES. THE GUIDE PROVIDES OBJECTIVES, PRE- AND POST-TESTS WITH ANSWERS, RESOURCE PERSONS, LEARNING ACTIVITIES, PROBLEMS AND ANSWERS, AND ADDITIONAL RESOURCES FOR UNITS ON INDUSTRIAL BANKING, FINANCE COMPANIES, COMMERCIAL BANKING, SAVINGS AND LOAN ASSOCIATIONS (INCLUDING HOME CLOSINGS), AND CREDIT UNIONS. NUMEROUS SAMPLE FORMS, APPLICATIONS, CHARTS, AND EXCERPTS FROM FINANCIAL NEWS PUBLICATIONS ILLUSTRATE THE GUIDE. (AW)

VT 015 366  
COLEY, PAT, AND OTHERS  
SERVICES. A RESOURCE UNIT FOR ELEMENTARY GRADES.

GEORGIA STATE DEPT. OF EDUCATION, ATLANTA.  
V. OF VOCATIONAL AND LEADERSHIP EDUCATION

MF AVAILABLE IN VT-ERIC SET.

CVTE-CC2C09A

PUB DATE - 20OCT71 11P.PAES COLLECTION:  
DEVELOPMENTS OF CAREER ORIENTATION WORKSHOP (ATHENS, GEORGIA, AUGUST 16-20, 1971)

DESCRIPTORS - \*CAREER EDUCATION; \*UNIT PLAN; TEACHING GUIDES; BEHAVIORAL OBJECTIVES; COURSE OBJECTIVES; \*SERVICE OCCUPATIONS; LEARNING ACTIVITIES; \*OCCUPATIONAL CLUSTERS; \*OCCUPATIONAL INFORMATION; INSTRUCTIONAL MATERIALS; GRADE 1; GRADE 2 IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS GUIDE IS DESIGNED TO AID TEACHERS IN PRESENTING A UNIT ON SERVICE RELATED OCCUPATIONS AT THE FIRST AND SECOND GRADE LEVELS. CONTENTS INCLUDE A LIST OF SERVICE OCCUPATIONS, GENERAL AND BEHAVIORAL OBJECTIVES, SKILLS TO BE DEVELOPED, SUGGESTED ACTIVITIES FOR TYING IN THE SERVICE OCCUPATIONS WITH OTHER SUBJECT AREAS, LEARNING EXPERIENCES, INSTRUCTIONAL STRATEGIES, EVALUATIVE SUGGESTIONS FOR BOTH STUDENT AND TEACHER, TESTING METHODS, MATERIALS AND RESOURCES, AND A BIBLIOGRAPHY. THE SERVICE OCCUPATIONS LISTED ARE THOSE MOST EASILY VISIBLE TO CHILDREN AND THEREFORE EASILY IDENTIFIABLE BY THEM. (AW)

VT 015 371  
TEACHER'S GUIDE FOR INCREASING THE CAREER AWARENESS OF ELEMENTARY SCHOOL CHILDREN.  
GRADES 4-6.

PLEASANT HILL SCHOOL DISTRICT 1, OREG.  
OREGON STATE BOARD OF EDUCATION, SALEM  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 10AUG71 178P.PAES COLLECTION:  
1972 REVISION

DESCRIPTORS - HUMANITIES; INTEGRATED CURRICULUM; \*CONCEPTUAL SCHEMES; STUDENT TESTING; PROGRAM EVALUATION; RESOURCE MATERIALS; \*ELEMENTARY GRADES; \*TEACHING GUIDES; \*CAREER EDUCATION; \*VOCATIONAL DEVELOPMENT; BEHAVIORAL OBJECTIVES; BIBLIOGRAPHIES; LEARNING ACTIVITIES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS COLOR-KEYED TEACHING GUIDE FOR AN INTEGRATED CAREER EDUCATION PROGRAM IN THE INTERMEDIATE GRADES PRESENTS FOR EACH GRADE LEVEL BEHAVIORAL OBJECTIVES AND CONCEPTUAL SCHEMES FOR INSTRUCTIONAL UNITS, WHICH INCLUDE STUDENT LEARNING AND EVALUATION ACTIVITIES AS WELL AS RESOURCE LISTS, IN A 2-COLUMN FORMAT. BACKGROUND INFORMATION IS PRESENTED, INCLUDING A RATIONALE FOR CAREER EDUCATION AND A OVERVIEW OF THE GUIDE. STUDENT PRE- AND POST-TESTS WITH ANSWER KEYS ARE GIVEN FOR EACH GRADE LEVEL. TEACHER AND COMMUNITY SURVEY QUESTIONNAIRES, OTHER PROGRAM EVALUATION FORMS, AND A WIDE VARIETY OF RESOURCE MATERIALS ARE PROVIDED. STUDENT AND TEACHER BIBLIOGRAPHIES ARE INCLUDED. (AG)

VT 015 383  
BASIC TRAINING PROGRAM FOR DRIVER LICENSE EXAMINER. TRAINEE STUDY GUIDE.

TECHNICAL EDUCATION RESEARCH CENTER, URBANA-CHAMPAIGN, ILL.  
DEPARTMENT OF TRANSPORTATION, WASHINGTON,

D.C. NATIONAL HIGHWAY SAFETY BUREAU  
MF AVAILABLE IN VT-ERIC SET.  
DOT-HS-800-578  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT  
PRINTING OFFICE, WASHINGTON, D.C. 20402  
(STOCK NO 5003-0048, \$1.00)  
PUB DATE - AUG71 69P.

DESCRIPTORS - \*STUDY GUIDES; \*DRIVER EDUCATION; \*EXAMINERS; \*TRADE AND INDUSTRIAL EDUCATION; MANUALS; REFERENCE MATERIALS; STATE OFFICIALS; \*INSTRUCTIONAL MATERIALS; CAREER EDUCATION  
IDENTIFIERS - \*DRIVER LICENSE EXAMINERS

ABSTRACT - DEVELOPED BY A RESEARCH CENTER FOR THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION, THIS STUDY GUIDE IS ONE OF FOUR BASIC MATERIALS DESIGNED TO HELP STATES IMPLEMENT A 2-WEEK WORKSHOP IN DRIVER LICENSE EXAMINER TRAINING. THIS TWO-PART GUIDE CONTAINS INFORMATION DESIGNED TO HELP PROSPECTIVE DRIVER LICENSE EXAMINERS LEARN KNOWLEDGES AND SKILLS NECESSARY TO PERFORM THEIR DUTIES RELATED TO DRIVER TRAINING. PART 1 DISCUSSES TRAINEE STUDY HABITS, AREAS IN WHICH TRAINEES WILL BE EVALUATED, AND AN OUTLINE OF THE LESSONS COVERING SUCH TOPICS AS: (1) PROFESSIONAL STANDARDS, (2) HUMAN RELATIONS, (3) ORIGINAL LICENSE EXAMINATION, (4) ADMINISTRATIVE ACTIVITIES, AND (5) DESIGNING AND MODIFYING ROAD TEST ROUTES. PART 2 CONTAINS STUDY SHEETS FOR EACH OF THE LESSONS. THESE SHEETS INCLUDE THE LESSON TOPIC, OBJECTIVES, REFERENCES, AND STUDY SUGGESTIONS. A COURSE GUIDE IS AVAILABLE AS VT 014 625 (AIM VOL. 5 NO. 3), AND A TEACHING GUIDE IS AVAILABLE AS VT 015 384 IN THIS ISSUE. (SB)

VT 015 384  
BASIC TRAINING PROGRAM FOR DRIVER LICENSE, EXAMINER. INSTRUCTOR'S LESSON PLANS.

TECHNICAL EDUCATION RESEARCH CENTER, URBANA-CHAMPAIGN, ILL.  
DEPARTMENT OF TRANSPORTATION, WASHINGTON, D.C. NATIONAL HIGHWAY SAFETY BUREAU.  
MF AVAILABLE IN VT-ERIC SET.  
DOT-HS-800-577  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402  
(STOCK NO 5003-0049, \$1.00)  
PUB DATE - AUG71 270P.

DESCRIPTORS - \*TEACHING GUIDES; \*DRIVER EDUCATION; \*EXAMINERS; \*TRADE AND INDUSTRIAL EDUCATION; \*INSTRUCTIONAL MATERIALS; UNIT PLANS; CAREER EDUCATION; EDUCATIONAL RESOURCES; EDUCATIONAL OBJECTIVES; RESOURCE GUIDES; TEACHING TECHNIQUES; TEACHING PROCEDURES; TEACHING METHODS; LEARNING ACTIVITIES; EDUCATIONAL EQUIPMENT; RESOURCE MATERIALS

ABSTRACT - DEVELOPED BY A RESEARCH CENTER FOR THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION, THIS 3-PART TEACHING GUIDE IS ONE OF FOUR BASIC MATERIALS DESIGNED TO HELP STATES IMPLEMENT A 2-WEEK WORKSHOP IN DRIVER LICENSE EXAMINER TRAINING. PART 1 OUTLINES THE FOLLOWING STEPS THAT MUST BE ACCOMPLISHED PRIOR TO IMPLEMENTATION: (1) DEVELOPING THE PROGRAM, INCLUDING SUCH ACTIVITIES AS PLANNING OBJECTIVES, SELECTING STUDENT

MATERIALS, CONDUCTING PRACTICE SESSIONS, AND SELECTING TEACHING PERSONNEL, (2) CONSIDERATION OF THE SPECIAL REQUIREMENTS OF ADULT LEARNERS, (3) PLANNING THE PROGRAM, INCLUDING SUCH ACTIVITIES AS SELECTING PROGRAM AND RESOURCE PERSONNEL AND DETERMINING CLASS SIZE, TIME, CLASSROOM ARRANGEMENT, AND TRAINEE REQUIREMENTS, AND (4) PRESENTING THE PROGRAM, INCLUDING SUCH ACTIVITIES AS USING LESSON PLANS, INSTRUCTIONAL TECHNIQUES, AND MAINTAINING RECORDS. PART 2 PROVIDES 12 LESSON EIGHT UNITS, AND EACH LESSON PLAN CONTAINS TOPICS, REFERENCES, EQUIPMENT, AND AN INSTRUCTIONAL OUTLINE. PART 3 CONSISTS OF EIGHT APPENDICES CONTAINING ADDITIONAL TEACHING TECHNIQUES AND INSTRUCTIONAL AIDS. A BIBLIOGRAPHY OF TEACHER REFERENCES IS INCLUDED. A COURSE GUIDE IS AVAILABLE AS VT 014 625 (AIM VOL. 5 NO. 3), AND A STUDY GUIDE IS AVAILABLE AS VT 015 383 IN THIS ISSUE. (SB)

VT 015 394  
BREADENT, SUSAN, AND OTHERS  
CAREER EDUCATION FOR GILBERT MIDDLE SCHOOL STUDENTS. SEVENTH GRADE TEACHER'S GUIDE.

DAVID DOUGLAS PUBLIC SCHOOLS, PORTLAND, OREG.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-70-5187(361)  
CVTE-C00468

PUB DATE - ND 50P. PAES COLLECTION.

DESCRIPTORS - \*CAREER EDUCATION; \*TEACHING GUIDES; GRADE 7; THREE DIMENSIONAL AIDS; HUMANITIES; BIBLIOGRAPHIES; \*BEHAVIORAL OBJECTIVES; \*LEARNING ACTIVITIES; DIAGNOSTIC TESTS; AUDIOVISUAL AIDS; FIELD TRIPS; ROLE PLAYING; \*SELF CONCEPT; SIMULATION; WORKSHEETS; ORAL COMMUNICATION; TEACHING TECHNIQUES; DEVELOPMENTAL PROGRAMS; INSTRUCTIONAL AIDS; RESOURCE MATERIALS  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE FOR A GRADE 7 LANGUAGE ARTS AND SOCIAL STUDIES PROGRAM IN CAREER EDUCATION LISTS GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES TOGETHER WITH METHODS OF IMPLEMENTATION FOR USE IN 1 PERIOD A WEEK THROUGHOUT THE SCHOOL YEAR. THE TEACHING SUGGESTIONS INVOLVE THE USE OF AUDIOVISUAL AIDS, GROUP ACTIVITIES, SELF-EVALUATION TESTS, AND IDEAS FOR EVALUATION. THE LEARNING ACTIVITIES INCLUDE FIELD TRIPS, SIMULATION EXPERIENCES, GROUP DISCUSSIONS, AND ROLE PLAYING. A BRIEF BIBLIOGRAPHY IS ALSO PROVIDED. MOST OF THE TEACHING UNIT CONSISTS OF APPENDICES INCLUDING STUDENT AND TEACHER DIRECTED ACTIVITY WORKSHEETS AS WELL AS EDUCATIONAL TESTS THAT FOCUS ON SELF ASSESSMENT. PREPARED BY A 5-MEMBER TEAM OF STAFF FROM GILBERT MIDDLE SCHOOL AS A PART OF PROJECT VIGOR, OREGON'S FEDERAL EXEMPLARY PROGRAM IN CAREER EDUCATION, THIS GUIDE INCLUDES THE DAVID DOUGLAS DISTRICT GOALS IN CAREER EDUCATION ADOPTED IN 1971. (AG)

VT 015 401 ED 062 565  
WORLD OF WORK CAREER MOTIVATION. CURRICULUM GUIDE FOR GRADES K-6. OHIO'S CAREER CONTINUUM PROGRAM.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV.

## OF VOCATIONAL EDUCATION.

EDRS PRICE MF-\$0.65 HC-\$9.87.

INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$3.50; DISCOUNT FOR QUARTERLY)

PUB DATE - 72 285P.

DESCRIPTORS - \*CAREER EDUCATION; \*STATE CURRICULUM GUIDES; TEACHING IDEAS; RESOURCE GUIDES; BIBLIOGRAPHIES; ELEMENTARY GRADES; \*OCCUPATIONS; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; TEACHING PROCEDURES; EDUCATIONAL RESOURCES; STUDENT MOTIVATION  
 IDENTIFIERS - SELF AWARENESS; ATTITUDES APPRECIATIONS; EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - PREPARED LARGELY BY REPRESENTATIVES OF PILOT CAREER MOTIVATION PROGRAMS FROM NINE OHIO SCHOOL DISTRICTS DURING A SUMMER WORKSHOP AND SUBJECT TO CORRECTION, REVISIONS, AND ADDITIONS BY TEACHERS, THIS CURRICULUM GUIDE IS INTENDED TO ASSIST THE ELEMENTARY TEACHER IN IMPLEMENTING A CAREER MOTIVATION PROGRAM, WHICH IS THE FIRST PHASE OF A 3-PHASE CAREER DEVELOPMENT PROGRAM AND STRESSES THE GOALS OF AWARENESS, APPRECIATION, AND MOTIVATION. DIVIDED INTO THREE COLOR-CODED SECTIONS BY GRADE LEVEL (K-2, 3-4, AND 5-6), TOPICS AND OBJECTIVES HAVE BEEN DEVELOPED FOR THREE OF THE SEVEN BROAD CAREER DEVELOPMENT AREAS, INCLUDING THE INDIVIDUAL AND HIS ENVIRONMENTS, WORLD OF WORK, AND SELF. FOUR ADDITIONAL AREAS WILL BE DEVELOPED. EACH MAJOR CAREER AREA IS COMPRISED OF A SERIES OF UNITS CONTAINING THE FOLLOWING COMPONENTS: (1) DEVELOPMENTAL OBJECTIVES FOR AWARENESS, APPRECIATION, AND MOTIVATION LEVELS, (2) BEHAVIORAL OBJECTIVES FOR COGNITIVE, AFFECTIVE, AND PSYCHOMOTOR DOMAINS, (3) ACTIVITIES WHICH CAN BE CLASSIFIED INTO LEVELS (VICARIOUS, SIMULATED, AND ACTUAL EXPERIENCE), INTEGRATED INTO THE CURRICULUM, OR IDENTIFIED AS STUDENT UNITS (INDEPENDENT, SMALL GROUP, OR CLASS), (4) SAMPLE LESSON PLANS, (5) A CODING GRID WHICH PROVIDES A REFERENCE TO THE SUGGESTED ACTIVITIES NUMBERED IN THE UNITS. A BIBLIOGRAPHY PROVIDES RESOURCES FOR TEACHER AND CHILD USE. (SB)

VT 015 404

ZANE, LAWRENCE F.H.

OPERATING MANUAL FOR I.E. 497 COOPERATIVE VOCATIONAL EXPERIENCE

HAWAII UNIV., HONOLULU. DEPT. OF CURRICULUM AND INSTRUCTION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 13MAR72 36P.

DESCRIPTORS - \*COOPERATIVE EDUCATION; \*VOCATIONAL EDUCATION; \*MANUALS; EMPLOYER-EMPLOYEE RELATIONSHIP; SCHOOL INDUSTRY RELATIONSHIP; RECORDS (FORMS); \*WORK EXPERIENCE PROGRAMS; \*TEACHER EDUCATION; INDUSTRIAL EDUCATION; PROGRAM DESCRIPTIONS

ABSTRACT - DESCRIBED IN THIS OPERATING MANUAL IS A TEACHER-TRAINING PROGRAM WHICH PROVIDES THE VOCATIONAL TEACHER WITH AN OPPORTUNITY TO GAIN INDUSTRIAL EXPERIENCE AND TO LEARN ABOUT NEW PRODUCTS, NEW EQUIPMENT, AND NEW

PROCESSES AS A PART OF HIS TRAINING OR RETRAINING. AMONG THE PROGRAM CHARACTERISTICS DISCUSSED ARE THE RESPONSIBILITIES OF THE EMPLOYER, THE STUDENT, AND THE INSTRUCTOR. THE APPENDIX CONTAINS SAMPLE FORMS INCLUDING WORK AGREEMENTS, WEEKLY REPORTS, APPLICATIONS, AND EVALUATIONS. (JS)

VT 015 420 ED 066 555

AMERICAN INDUSTRY INSTRUCTOR'S GUIDE. LEVEL I, PART 1 AND 2.

STCUT STATE UNIV., MENOMONIE, WIS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

EDRS PRICE MF-\$0.65 HC-\$32.90.

CVTE-000651

PUB DATE - ND 916P.PAES COLLECTION

DESCRIPTORS - \*JUNIOR HIGH SCHOOLS; \*PROJECT TRAINING METHODS; \*INDUSTRIAL EDUCATION; \*INDUSTRY; LESSON PLANS; STUDENT TESTING; ACTIVITY LEARNING; ANSWER KEYS; INSTRUCTIONAL MEDIA; \*TEACHING GUIDES; BEHAVIORAL OBJECTIVES; SIMULATION; WORKSHEETS; VISUAL AIDS

IDENTIFIERS - EDUCATIONAL AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS COMPREHENSIVE TEACHING GUIDE FOR AN 18-36 WEEK COURSE IN AMERICAN INDUSTRY FOR THE JUNIOR HIGH GRADES CONTAINS SEVEN UNITS WITH DETAILED LESSON PLANS, WHICH FOCUS ON ESTABLISHING AND RUNNING A STUDENT BUSINESS. DEVELOPED BY EDUCATIONAL SPECIALISTS, THE UNIT PLANS PROVIDE TEACHING SUGGESTIONS, INSTRUCTIONAL MEDIA, BEHAVIORAL OBJECTIVES, AND CLASS ACTIVITIES. TEACHER FEEDBACK SHEETS, UNIT TESTS WITH ANSWER KEYS, STUDENT WORKSHEETS, LINE DRAWINGS, AND TRANSPARENCIES SUPPLEMENT THE SUBJECT CONTENT AND CLASS DISCUSSION GUIDELINES. THE INSTRUCTIONAL MATERIALS WILL ENABLE THE STUDENT TO ACQUIRE A BROAD UNDERSTANDING OF AMERICAN INDUSTRIAL ORGANIZATION. (AG)

VT 015 429

EDUCATIONAL-VOCATIONAL GUIDANCE, GRADE 10. UNITS I-IV.

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT, MONTEREY, CALIF.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000666

PUB DATE - JUL70 69P.PAES COLLECTION

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*OCCUPATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; PROBLEM SOLVING; GRADE 10; DECISION MAKING SKILLS; \*SELF EVALUATION; STUDY SKILLS; \*TEACHING GUIDES; LEARNING ACTIVITIES; RESOURCE MATERIALS; \*CAREER PLANNING; HUMANITIES; GOAL ORIENTATION; WORKSHEETS  
 IDENTIFIERS - SELF AWARENESS; DECISIONS; CAREER AWARENESS

ABSTRACT - THIS GRADE 10 TEACHING GUIDE FOR A 1-QUARTER LONG OCCUPATIONAL GUIDANCE COURSE FOCUSES ON ORIENTATION TO HIGH SCHOOL, SELF EVALUATION BY MEANS OF DEVELOPING PROBLEM SOLVING AND DECISION MAKING SKILLS, CAREER PLANNING, AND STUDY SKILLS. EACH OF THE FOUR-UNIT PLANS CONTAINS BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, LEARNING ACTIVITIES, AND RESOURCE LISTS IN A FOUR-COLUMN PAGE FORMAT.

STUDENT READING MATERIALS, WORKSHEETS, AND GUIDANCE MATERIALS ARE PROVIDED. (AG)

VT 015 4  
STENO-SHOT CURRICULUM GUIDE.

OREGON STATE BOARD OF EDUCATION, SALEM, DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION. DOCUMENT NOT AVAILABLE FROM EDRS.

CVTE-000213

OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE N.E., SALEM, OREGON 97310 (\$2.50)  
PUB DATE - MAY 70 134P.PAES COLLECTION

DESCRIPTORS - \*OCCUPATIONAL CLUSTERS; \*OFFICE OCCUPATIONS EDUCATION; \*CAREER EDUCATION; VOCATIONAL DEVELOPMENT; CLUSTER ANALYSIS; VISUAL AIDS; \*RESOURCE MATERIALS; FACILITY GUIDELINES; BEHAVIORAL OBJECTIVES; COURSE DESCRIPTIONS; LEARNING ACTIVITIES;  
\*CURRICULUM GUIDES; SECONDARY GRADES  
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR A SECRETARIAL AND STENOGRAPHIC OCCUPATIONAL CLUSTER IN THE SECONDARY GRADES PROVIDES A RATIONALE FOR OREGON DEVELOPMENTAL CAREER EDUCATION PROGRAMS, A DESCRIPTION OF METHODS USED TO ANALYZE VOCATIONAL DATA, VISUAL AIDS, TERM DEFINITIONS, AND OCCUPATIONAL INFORMATION TAKEN FROM THE DICTIONARY OF OCCUPATIONAL TITLES. GEARED TO PREPARE STUDENTS FOR ENTRY-LEVEL JOBS OR FOR POST-SECONDARY EDUCATION, THE MATERIALS WERE DEVELOPED BY AN ADVISORY COMMITTEE OF LEADERS IN BUSINESS AND INDUSTRY, TEACHERS, CONSULTANTS, AND ADMINISTRATORS. THE COURSE DESCRIPTIONS INCLUDE REQUIRED KNOWLEDGE AND SKILLS, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES IN A THREE-COLUMN CHART FORMAT. RELATED ELECTIVE COURSES IN GRADES 11 AND 12 ARE OUTLINED. THE EXTENSIVE APPENDIXES PROVIDE FACILITY GUIDELINES, A BIBLIOGRAPHY, A RESOURCE LIST, AND SURVEY QUESTIONNAIRES USED TO COMPILE OCCUPATIONAL INFORMATION. (AG)

VT 015 467  
BOHLMAN, HERBERT W., AND OTHERS  
INSTRUCTOR'S GUIDE FOR THE ACCENT/CONSUMER EDUCATION SERIES.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL.  
EDUCATIONAL OPPORTUNITIES DIV.  
DOCUMENT NOT AVAILABLE FROM EDRS.

CVTE-X00716

FOLLETT PUBLISHING COMPANY, DIVISION OF FOLLETT CORPORATION, 1010 W. WASHINGTON BLVD., CHICAGO, ILLINOIS 60607 (\$2.00)  
PUB DATE - 70 61P.PAES COLLECTION

DESCRIPTORS - STUDENT PROJECTS; \*TEACHING PROCEDURES; \*PROBLEM SOLVING; \*TEACHING GUIDES; \*CONSUMER EDUCATION; \*CONSUMER ECONOMICS; MONEY MANAGEMENT; BIBLIOGRAPHIES; INSURANCE PROGRAMS; SECONDARY GRADES; LAWS; QUESTIONING TECHNIQUES; RESOURCE MATERIALS; MARKETING  
IDENTIFIERS - DECISIONS; EDUCATIONAL AWARENESS

ABSTRACT - THIS TEACHING GUIDE FOR A SERIES OF SIX CONSUMER EDUCATION BOOKLETS DEALING WITH CONSUMER ECONOMICS, INSURANCE, MONEY

MANAGEMENT, AND THE LAW PRESENTS BACKGROUND INFORMATION AND TEACHING SUGGESTIONS INVOLVING THE USE OF SUPPLEMENTARY READING MATERIALS, SUGGESTED PROJECTS, AND LEARNING ACTIVITIES. FOR EACH OF THE SIX TOPICS, TEACHING PROCEDURES INCLUDE CONSUMER PROBLEMS, POSSIBLE CLASS PROJECTS, AND AN ANNOTATED LIST OF REFERENCE MATERIALS. AN ANNOTATED RESOURCE LIST IS PROVIDED FOR THE GUIDE, WHICH IS ILLUSTRATED WITH CHARTS. PROBLEMS TO BE SOLVED ARE STATED BY MEANS OF QUESTIONS FOR CLASS DISCUSSION. (AG)

VT 015 468  
BOHLMAN, HERBERT W.; BOHLMAN, EDNA McCaULL  
UNDERSTANDING CONSUMER CREDIT.  
ACCENT/CONSUMER EDUCATION.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL.  
EDUCATIONAL OPPORTUNITIES DIV.  
DOCUMENT NOT AVAILABLE FROM EDRS.

CVTE-X00716

FOLLETT PUBLISHING COMPANY, DIVISION OF FOLLETT CORPORATION, 1010 W. WASHINGTON BLVD., CHICAGO, ILLINOIS 60607 (\$1.16)  
PUB DATE - 68 46P.PAES COLLECTION

DESCRIPTORS - MARKETING; \*CONSUMER EDUCATION; \*PAMPHLETS; \*CONSUMER ECONOMICS; \*CREDIT (FINANCE); \*MONEY MANAGEMENT; PROBLEM SOLVING; QUESTIONING TECHNIQUES; WORKSHEETS;  
SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - PART OF A CONSUMER EDUCATION SERIES, THIS PAMPHLET ON CONSUMER CREDIT CONTAINS TEN CHAPTERS ON VARIOUS ASPECTS OF BORROWING, A LIST OF TEN CAUTIONS ABOUT CREDIT AND CREDIT BUYING, AND A LIST OF QUESTIONS AND PROBLEMS TO CONSIDER. CHARTS AND LINE DRAWINGS ILLUSTRATE THE READING MATERIALS. EACH CHAPTER INCLUDES EXERCISES FOR PROBLEM SOLVING ACCCOMPANIED BY WORKSHEETS. (AG)

VT 015 470  
BOHLMAN, HERBERT W.; BOHLMAN, EDNA McCaULL  
KNOWING HOW TO BUDGET AND BUY.  
ACCENT/CONSUMER EDUCATION.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL.  
EDUCATIONAL OPPORTUNITIES DIV.  
DOCUMENT NOT AVAILABLE FROM EDRS.

CVTE-X00716

FOLLETT PUBLISHING COMPANY, DIVISION OF FOLLETT CORPORATION, 1010 W. WASHINGTON BLVD., CHICAGO, ILLINOIS 60607 (\$1.16)  
PUB DATE - 68 48P.PAES COLLECTION

DESCRIPTORS - \*PAMPHLETS; \*MONEY MANAGEMENT; \*BUDGETING; \*CONSUMER EDUCATION; \*CONSUMER ECONOMICS; MARKETING; PROBLEM SOLVING; QUESTIONING TECHNIQUES; WORKSHEETS; SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - PART OF A CONSUMER EDUCATION SERIES, THIS PAMPHLET ON BUDGETING AND BUYING CONTAINS INTRODUCTORY QUESTIONS, NINE CHAPTERS DEALING WITH VARIOUS ASPECTS OF MONEY MANAGEMENT, A SUMMARY WITH FINAL SUGGESTIONS FOR THE CONSUMER, AND A LIST OF PROBLEMS AND PROJECTS. CHARTS AND LINE DRAWINGS ILLUSTRATE THE READING MATERIALS. EXERCISES FOR PROBLEM SOLVING, INCLUDING

WORKSHEETS, ARE PROVIDED FOR EACH CHAPTER.  
(AG)

VT 015 471  
BOHLMAN, H. MAC; BOHLMAN, HERBERT W.  
THE LAW FOR YOU. ACCENT/CONSUMER EDUCATION.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL.  
EDUCATIONAL OPPORTUNITIES DIV.  
DOCUMENT NOT AVAILABLE FROM EDRS.

CVTE-X00716  
FOLLETT PUBLISHING COMPANY, DIVISION OF  
FOLLETT CORPORATION, 1010 W. WASHINGTON  
BLVD., CHICAGO, ILLINOIS 60607 (\$1.16)  
PUB DATE - 69 63P.PAES COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION; \*CONSUMER  
ECONOMICS; PAMPHLETS; GOVERNMENT  
(ADMINISTRATIVE BODY); PROBLEM SOLVING; LAW  
INSTRUCTION; \*LEGAL RESPONSIBILITY; \*COURT  
RULE; SECONDARY GRADES; LAWS; COURT  
LITIGATION  
IDENTIFIERS - EDUCATIONAL AWARENESS;  
ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOKLET DISCUSSES REASONS FOR  
LAWS AND THE LEGAL PROTECTION OF CONSUMER  
RIGHTS AND RESPONSIBILITIES IN THE COURTS AND  
IN THEIR PERSONAL LIVES. COMMON LEGAL TERMS  
ARE EXPLAINED. STUDENT EXERCISES, WORKSHEETS,  
PROBLEMS, AND DISCUSSION QUESTIONS ARE  
PRESENTED FOR A WIDE RANGE OF TOPICS  
INVOLVING THE LAW AND CONSUMER ECONOMICS,  
SUCH AS MARRIAGE, OWNING A HOME AND A CAR,  
AND CONTRACTS. A SHORT GLOSSARY IS INCLUDED  
AND GRAPHS, DIAGRAMS, AND LINE DRAWINGS  
ILLUSTRATE THE TEXT. (AG)

VT 015 481  
BIBLIOGRAPHY OF MATERIALS AVAILABLE IN THE  
CAREER DEVELOPMENT CENTER.

UNIVERSITY OF NORTHERN COLORADO, GREELEY.  
DEPT. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.

CVTE-000083  
PUB DATE - JUN71 15P.PAES COLLECTION

DESCRIPTORS - CAREER EDUCATION; HEALTH  
OCCUPATIONS; \*HEALTH OCCUPATIONS EDUCATION;  
\*BIBLIOGRAPHIES; \*BOOKLISTS; PAMPHLETS;  
VOCATIONAL DEVELOPMENT; AUDIOVISUAL AIDS;  
\*REFERENCE MATERIALS; SECONDARY GRADES  
IDENTIFIERS - CAREER AWARENESS.

ABSTRACT - THIS BIBLIOGRAPHY OF REFERENCE  
MATERIALS CURRENTLY AVAILABLE FOR USE BY  
TEACHERS, COUNSELORS, ADMINISTRATORS, AND  
SUPERVISORS INCLUDES BOOKS, PAMPHLETS, AND  
AUDIOVISUAL AIDS IN THE AREAS OF HEALTH AND  
HEALTH OCCUPATIONS EDUCATION. THESE MATERIALS  
IN THE CAREER DEVELOPMENT CENTER WILL BE  
UPDATED ANNUALLY OR MORE FREQUENTLY, IF  
NECESSARY. (AG)

VT 015 482  
GATEWAYS TO CAREER MATURITY. A CONTEMPORARY  
CURRICULUM GUIDE, PRIMARY.

KNOX CITY SCHOOLS, KNOXVILLE, TENN.  
MF AVAILABLE IN VT-ERIC SET.

CVTE-000090  
PUB DATE - 71 93P.PAES COLLECTION

DEVELOPMENT; \*PRIMARY GRADES; \*CAREER  
EDUCATION; INDIVIDUALIZED CURRICULUM;  
DEVELOPMENTAL PROGRAMS; COURSE OBJECTIVES;  
EVALUATION TECHNIQUES; SELF CONCEPT;  
\*TEACHING GUIDES; RESOURCE MATERIALS; SUMMER  
WORKSHOPS  
IDENTIFIERS - EDUCATIONAL AWARENESS; SELF  
AWARENESS; CAREER AWARENESS; ATTITUDES  
APPRECIATIONS

ABSTRACT - THIS TEACHING GUIDE FOR A  
DEVELOPMENTAL, INDIVIDUALIZED CAREER  
AWARENESS PROGRAM FOR GRADES K THROUGH 4  
PROVIDES CAREER DEVELOPMENT CONCEPTS  
CORRELATED WITH GENERAL AND SPECIFIC  
COGNITIVE AND AFFECTIVE OBJECTIVES. TEACHING  
AND EVALUATION TECHNIQUES ARE INCLUDED WITH  
THE INSTRUCTIONAL OBJECTIVES. A "CAREER  
CORNER" IS SUGGESTED FOR USE IN THE CLASSROOM  
AND SELF AWARENESS IS STRESSED TO DEVELOP AN  
APPRECIATION OF SCHOOL AND TO RELATE  
CLASSROOM ACTIVITIES TO VOCATIONAL INTERESTS.  
AN ANNOTATED RESOURCE LIST IS PROVIDED, AS  
WELL AS A SEPARATE DESCRIPTION OF PROCEDURES  
USED IN DESIGNING THE CURRICULUM. OVERALL  
PROGRAM GOALS AND SPECIFIC OBJECTIVES FOR THE  
INTEGRATED CURRICULUM, A PROGRAM RATIONALE,  
AND SAMPLE INSTRUCTIONAL UNITS ARE INCLUDED  
IN THIS DESCRIPTION. THE GUIDE WAS DEVELOPED  
AT A SUMMER WORKSHOP OF TEACHERS AND  
SUPERVISORS IN ELEMENTARY EDUCATION WITH THE  
AID OF AN ADMINISTRATOR AND A UNIVERSITY  
PROFESSOR. (AG)

VT 015 501  
WOOD, RICHARD  
OPERATION BRIDGE--AN INNOVATIVE,  
COMPREHENSIVE VOCATIONAL EDUCATION PROGRAM  
FOR DISADVANTAGED YOUTH. KINDERGARTEN-LEVEL  
6.

AIMS COMMUNITY COLL., GREELEY, COLO.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-C00457-A-G  
PUB DATE - ND 159P.PAES COLLECTION

DESCRIPTORS - ANNOTATED BIBLIOGRAPHIES;  
\*CAREER EDUCATION; VOCATIONAL EDUCATION;  
\*DISADVANTAGED YOUTH; ELEMENTARY GRADES;  
KINDERGARTEN; \*SERVICES; FIELD TRIPS;  
COMMUNITY RESOURCES; BEHAVIORAL OBJECTIVES;  
\*LEARNING ACTIVITIES; TEACHING PROCEDURES;  
UNITS OF STUDY (SUBJECT FIELDS); WORKSHEETS;  
ILLUSTRATIONS; \*VOCATIONAL DEVELOPMENT;  
\*OCCUPATIONAL INFORMATION; RESOURCE MATERIALS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THESE SEVEN INSTRUCTIONAL UNITS  
FOR KINDERGARTEN AND THE ELEMENTARY GRADES  
DEAL WITH WORKERS IN SERVICE OCCUPATIONS AS  
PART OF A VOCATIONAL EDUCATION PROGRAM FOR  
DISADVANTAGED YOUTH. AT EACH GRADE LEVEL, AN  
INTRODUCTORY RATIONALE, BEHAVIORAL  
OBJECTIVES, TEACHING PROCEDURES, AND LEARNING  
ACTIVITIES ARE PROVIDED. MATERIALS LISTS AND  
STUDENT WORKSHEETS ARE INCLUDED, AS WELL AS A  
SEPARATE ANNOTATED BIBLIOGRAPHY. TEACHING  
TECHNIQUES INCLUDE FIELD TRIPS AND THE USE OF  
COMMUNITY RESOURCES. DEVELOPED BY AN EDUCATOR  
AT THE UNIVERSITY LEVEL, THESE TEACHING UNITS  
COVER SCHOOL, FAMILY, AND COMMUNITY WORKERS,  
IN ADDITION TO INDUSTRIAL TOPICS AND  
PROFESSIONAL WORKERS. DRAWINGS ILLUSTRATE THE  
INSTRUCTIONAL MATERIALS. (AG)



ALASKA.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000416

PUB DATE - ND 283P.PAES COLLECTION

DESCRIPTORS - \*SECONDARY GRADES; \*CURRICULUM GUIDES; VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES; \*HUMANITIES; \*UNITS OF STUDY (SUBJECT FIELDS); TEACHING PROCEDURES; LEARNING ACTIVITIES; PROGRAM DESCRIPTIONS; RESOURCE MATERIALS; EVALUATION TECHNIQUES; VOCATIONAL DEVELOPMENT; \*CAREER EDUCATION IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE OUTLINES A WIDE RANGE OF INSTRUCTIONAL UNITS IN THE SECONDARY GRADES, FOCUSING ON VOCATIONAL ORIENTATION. COURSES ARE OUTLINED IN ENGLISH, SOCIAL SCIENCES, FOREIGN LANGUAGE, MATHEMATICS, MUSIC, PHYSICAL SCIENCE, PHYSICAL EDUCATION, HOME ECONOMICS, AND SHOP. AN INTRODUCTORY PROGRAM RATIONALE, UNIT RATIONALES, AND BEHAVIORAL OBJECTIVES, ARE PRESENTED. TEACHING PROCEDURES, MATERIALS LISTS, AND IDEAS FOR CLASS EVALUATION ARE INCLUDED IN THE OUTLINES OF THE SEPARATE COURSES. RANGING FROM TOPICAL UNITS IN THE HUMANITIES TO THOSE MORE SPECIFICALLY GEARED TOWARDS CAREER PREPARATION, SUCH AS A UNIT ON FISHERIES, THIS GUIDE PROVIDES "REAL-LIFE" ACTIVITIES IN A VARIETY OF SETTINGS. (AG)

VT 015 600  
INTRODUCTION TO VOCATIONS.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON.  
DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.

CVTE-000269  
PUB DATE - ND 183P.PAES COLLECTION

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*OCCUPATIONAL GUIDANCE; \*TEACHING GUIDES; GRADE 9; \*VOCATIONAL DEVELOPMENT; INTEGRATED CURRICULUM; BEHAVIORAL OBJECTIVES; TIME BLOCKS; EVALUATION TECHNIQUES; COMMUNITY RESOURCES; HUMANITIES; \*TEACHING PROCEDURES

ABSTRACT - THESE INSTRUCTIONAL MATERIALS FOR A VOCATIONAL ORIENTATION PILOT PROGRAM OFFERING A TEAM TEACHING 1-YEAR LONG OCCUPATIONAL GUIDANCE COURSE PRIMARILY FOR GRADE 9 PROVIDE INTEGRATED MANIPULATIVE ACTIVITIES FOR A WIDE RANGE OF SUBJECT AREAS. THE INSTRUCTIONAL UNITS, RANGING FROM COSMETOLOGY TO TECHNOLOGY, INCLUDE TEACHING PROCEDURES, IDEAS FOR EVALUATION, VOCABULARY LISTS, BEHAVIORAL OBJECTIVES, AND LEARNING ACTIVITIES. TEACHING TECHNIQUES INCLUDE THE USE OF COMMUNITY AND HUMAN RESOURCES, AUDIOVISUAL AIDS, FIELD TRIPS, AND ROLE PLAYING. THE PROGRAM AIMS TO INCREASE SELF UNDERSTANDING IN RELATIONSHIP TO OCCUPATIONAL AWARENESS AND CAREER CHOICE. (AG)

VT 015 608  
GUIDE TO TEACHING READING IN THE ELEMENTARY SCHOOLS.

MINNEAPOLIS PUBLIC SCHOOLS, MINN.  
MF AVAILABLE IN VT-ERIC SET.

CVTE-000218  
PUB DATE - 68 270P.PAES COLLECTION

GUIDES; ELEMENTARY GRADES; HUMANITIES; \*DEVELOPMENTAL PROGRAMS; GOAL ORIENTATION; BEHAVIORAL OBJECTIVES; PROGRAM DESCRIPTIONS; DIAGRAMS; READING DEVELOPMENT; SELF CONCEPT; COURSE ORGANIZATION; EVALUATION TECHNIQUES; LEARNING EXPERIENCE; READING IMPROVEMENT; \*READING DIAGNOSIS  
IDENTIFIERS - EDUCATIONAL AWARENESS; SELF AWARENESS

ABSTRACT - THIS TEACHING GUIDE DESCRIBES THE PHILOSOPHY OF READING INSTRUCTION IN MINNEAPOLIS BY PRESENTING INSTRUCTIONAL GUIDELINES, SUGGESTIONS FOR CLASSROOM IMPLEMENTATION, AND A SEQUENCE OF DESIRABLE OUTCOMES WHICH WILL DEVELOP READING SKILLS. POSSIBLE APPROACHES FOR CLASS ORGANIZATION AND IDEAS FOR EVALUATING PROGRESS ARE INCLUDED. A WIDE VARIETY OF INDIVIDUALIZED LEARNING EXPERIENCES IS EMPHASIZED TO ENHANCE THE STUDENT'S SELF CONCEPT. ILLUSTRATIVE LESSONS ARE PROVIDED, GIVING TECHNIQUES TO AID THE SUPERIOR READER AS WELL AS THE SLOWER READER. A DETAILED SAMPLE DIAGNOSIS OF A STUDENT'S READING DIFFICULTIES IS INCLUDED, SHOWING METHODS FOR DETECTING AND CORRECTING READING PROBLEMS. THE GUIDE, DEVELOPED BY TEACHERS, PRINCIPALS, AND CONSULTANTS, INCLUDES A SHORT SUBJECT INDEX. (AG)

VT 015 610  
BROADBENT, SUSAN, AND OTHERS  
CAREER EDUCATION FOR GILBERT MIDDLE SCHOOL STUDENTS. EIGHTH GRADE TEACHER'S GUIDE.

DAVID DOUGLAS PUBLIC SCHOOLS, PORTLAND, OREG.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.

DEG-0-70-5187(361)

CVTE-C00468

PUB DATE - ND 108P.PAES COLLECTION

DESCRIPTORS - \*TEACHING GUIDES; \*CAREER EDUCATION; VOCATIONAL EDUCATION; GRADE 8; SELF CONCEPT; BEHAVIORAL OBJECTIVES; \*LEARNING ACTIVITIES; \*OCCUPATIONAL GUIDANCE; \*OCCUPATIONAL INFORMATION; AUDIOVISUAL AIDS; OCCUPATIONAL CLUSTERS; JOB SKILLS; INSTRUCTIONAL AIDS; WORKSHEETS; TEACHING TECHNIQUES; CLUSTER GROUPING; ECONOMIC EDUCATION; EVALUATION TECHNIQUES  
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS TEACHING GUIDE FOR AN EIGHTH GRADE CLASS IN CAREER EDUCATION PROVIDES OCCUPATIONAL GUIDANCE BY INCREASING SELF UNDERSTANDING THROUGH VOCATIONAL AWARENESS AND SELF EVALUATION ACTIVITIES. INFORMATION ON CLASSIFYING, LOCATING, OBTAINING, AND HOLDING JOBS IS PROVIDED IN EXTENSIVE APPENDICES COVERING A WIDE RANGE OF RESOURCES AND REFERENCE MATERIALS. MOST OF THE APPENDED UNIT ACTIVITIES, KEYED TO SIX COURSE OBJECTIVES, INVOLVE FILLING OUT STUDENT WORKSHEETS AND CHECKLISTS FOR VOCATIONAL INTERESTS. THE IMPORTANCE OF VOCATIONAL PRE-COURSE AND POST-COURSE EVALUATIONS AND BY USE OF AUDIOVISUAL AIDS. THE ABILITY TO CLASSIFY OCCUPATIONS IS DEVELOPED BY WORKING WITH PRIMARY SOURCES SUCH AS THE U.S. DICTIONARY OF OCCUPATIONAL TITLES. RELATING ACADEMIC PERFORMANCE TO FUTURE VOCATIONAL SUCCESS IS ANOTHER COURSE OBJECTIVE. PREPARED

AND PILOT TESTED IN 1971 BY SIX TEACHERS FROM GILBERT MIDDLE SCHOOL AS PART OF A COMPREHENSIVE DEVELOPMENTAL PROGRAM IN CAREER EDUCATION (PROJECT VIGOR), MANY OF THE LEARNING ACTIVITIES COME FROM THE SUTOE GUIDE (SELF UNDERSTANDING THROUGH OCCUPATIONAL EXPLORATION). (AG)

VT 015 623  
FRIEDLANDER, JOANNE K.; NEAL, JEAN  
STOCK MARKET ABC.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL.  
DOCUMENT NOT AVAILABLE FROM EDRS.

CVTE-X00718

FOLLETT PUBLISHING COMPANY, DIVISION OF FOLLETT CORPORATION, 1010 W. WASHINGTON BLVD., CHICAGO, ILLINOIS 60607 (\$2.95)  
PUB DATE - 69 98P.PAES COLLECTION

DESCRIPTORS - \*BOOKS; INDEXES (LOCATORS); \*INVESTMENT; \*MONEY MANAGEMENT; \*MONEY SYSTEMS; \*FINANCIAL SERVICES; INDUSTRY; SECONDARY GRADES; ADULT EDUCATION  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS BOOK EXPLAINS THE BUYING AND SELLING OF STOCKS AND THE ORGANIZATION AND OPERATION OF THE STOCK MARKET. PERTINENT VOCABULARY TERMS ARE DISCUSSED IN THIS BASIC GUIDE TO THE INVESTMENT WORLD, GEARED FOR READERS OF ALL AGES. AN INDEX IS PROVIDED. LINE DRAWINGS ILLUSTRATE THE TEXT, WRITTEN BY TWO FORMER NEWSPAPER WRITERS AIDED BY TWO STOCK BROKERS. (AG)

VT 015 625  
WRIGHT, LUCILLE E., AND OTHERS  
THE OFFICE: REALITY TRAINING THROUGH SIMULATION. A SAMPLER.

MINNESOTA MINING AND MANUFACTURING CO., ST. PAUL, MINN. DIV. OF VISUAL PRODUCTS.  
DOCUMENT NOT AVAILABLE FROM EDRS.

CVTE-000726

3M COMPANY--VISUAL PRODUCTS DIVISION, 3M CENTER BLDG., 200-10W, ST. PAUL, MINNESOTA 55101  
PUB DATE - 71 98P.PAES COLLECTION

DESCRIPTORS - \*SIMULATION; ROLE PLAYING; \*OFFICE PRACTICE; AUDIOVISUAL AIDS; EVALUATION TECHNIQUES; \*PROGRAM DESCRIPTIONS; \*OFFICE OCCUPATIONS EDUCATION; DECISION MAKING SKILLS; MARKETING; SECONDARY GRADES; VOCATIONAL DEVELOPMENT; RESOURCE MATERIALS; \*TEACHING TECHNIQUES  
IDENTIFIERS - DECISIONS; ATTITUDES APPRECIATIONS; CAREER AWARENESS

ABSTRACT - THIS DESCRIPTION OF AN OFFICE SIMULATION PROGRAM FOR A 36-WEEK CLASS OF 20 STUDENTS MEETING THREE HOURS DAILY, FIVE DAYS A WEEK, BRIEFLY EXPLAINS THE EIGHT PROGRAM COMPONENTS, WHICH AIM TO DEVELOP DESIRABLE STUDENT ATTITUDES FOR WORKING IN AN OFFICE. THE DOCUMENT CONSISTS OF THE FOLLOWING OFFICE OCCUPATIONS TRAINING MATERIALS: (1) AN OFFICE MANAGER'S GUIDE FOR THE TEACHER, (2) AN EMPLOYEE HANDBOOK FOR THE STUDENTS, (3) TRANSITION VISUALS, COMPRISING AUDIOVISUAL AIDS, (4) 50 CRITICAL INCIDENTS AND INTERRUPTIONS TO ROLE PLAY, (5) 30 STAFFING UNITS, (6) 36 INPUT ENVELOPES CONTAINING OVER 1500 LETTERS AS INCOMING

MAIL, (7) A SPECIAL PROJECTS BOOK FOR ADDITIONAL ACTIVITIES, AND (8) A MASTERS BOOK GIVING BUSINESS FORMS. PHOTOGRAPHS ILLUSTRATE THE TEXT, DEVELOPED BY THREE PROFESSORS IN EDUCATION. SUGGESTIONS FOR STUDENT EVALUATION ARE PRESENTED, EMPHASIZING DECISION MAKING SKILLS AND THE PERFORMANCE OF JOB DUTIES. AN ORDER FORM FOR THE COURSE IS INCLUDED, IN ADDITION TO A LIST OF SUPPLEMENTARY AUDIOVISUAL AIDS WITH COSTS. (AG)

VT 015 634  
BARNETT, W.N.  
AGRICULTURE. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.

CVTE-C00415  
PUB DATE - JUN71 37P.PAES COLLECTION

DESCRIPTORS - \*UNITS OF STUDY (SUBJECT FIELDS); OCCUPATIONAL INFORMATION; LESSON PLANS; \*LEARNING ACTIVITIES; \*TEACHING GUIDES; \*RESOURCE MATERIALS; \*AGRICULTURAL EDUCATION; TEACHING PROCEDURES; TEACHING TECHNIQUES; BEHAVIORAL OBJECTIVES; WORKSHEETS; FIELD TRIPS; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A TEACHING GUIDE IN AGRICULTURE, WRITTEN BY A TEACHER, CONTAINS AN INTRODUCTORY RATIONALE GIVING SALARY RANGES IN AGRICULTURE, 21 LEARNING ACTIVITIES, WORK SHEETS, REFERENCES, AND MATERIALS LISTS. EACH ACTIVITY INCLUDES A BEHAVIORAL OBJECTIVE, EQUIPMENT AND MATERIALS LISTS, AND TEACHING PROCEDURES. TEACHING TECHNIQUES INCLUDE DEMONSTRATION, DISCUSSION, "HANDS-ON" EXPERIENCES, AND FIELD TRIPS. THE RATIONALE AND SEVERAL LEARNING ACTIVITIES RELATE SPECIFICALLY TO CAREER OPPORTUNITIES IN AGRICULTURE. (AG)

VT 015 635  
SERVICE STATION ATTENDANT. INSTRUCTOR'S BOOK.  
HOW TEC LEARNED HIS JOB IN A SERVICE STATION.  
ACCENT/JCB MODELS.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL.  
EDUCATIONAL OPPORTUNITIES DIV.  
DOCUMENT NOT AVAILABLE FROM EDRS.

CVTE-717

FOLLETT PUBLISHING COMPANY, 1010 W. WASHINGTON BLVD., CHICAGO, ILLINOIS 60607 (\$2.00)  
PUB DATE - 68 35P.PAES COLLECTION

DESCRIPTORS - ANSWER KEYS; REVIEW (REEXAMINATION); VOCATIONAL INTERESTS; VISUAL AIDS; WORKSHEETS; SALES WORKERS; \*DISADVANTAGED YOUTH; \*MONEY MANAGEMENT; \*TEACHING PROCEDURES; \*SERVICE OCCUPATIONS; \*TEXTBOOKS; VOCATIONAL EDUCATION; BASIC SKILLS; SECONDARY GRADES  
IDENTIFIERS - \*SERVICE STATION ATTENDANTS; CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS TEXTBOOK PROVIDES A "JOB MODEL" OF A SERVICE STATION ATTENDANT AS A TEACHER'S GUIDE FOR STUDENT ACTIVITIES WHICH DEVELOP BASIC COMPUTATIONAL AND COMMUNICATIVE

SKILLS IN THE CONTEXT OF A JOB SITUATION. INTENDED TO STIMULATE VOCATIONAL INTERESTS IN INNER-CITY STUDENTS, FOUR READING SECTIONS AND ONE REVIEW SECTION PROVIDE STUDENT EXERCISES WITH ANSWER KEYS, FOCUSING ON THE SALES AND MONEY MANAGEMENT ASPECTS OF GAS STATION WORK. TEACHING PROCEDURES ARE DESCRIBED, SUMMARIZING THE LEARNING SITUATION, MAIN IDEAS, AND CLASS PREPARATION FOR EACH SECTION. PHOTOGRAPHS AND SAMPLE WORK FORMS ILLUSTRATE THE TEXT. (AG)

VT 015 688 ED 065 668  
ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), VOLUME 5; NUMBER 3.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION. OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C. EDRS PRICE MF-\$0.95 HC-\$6.58. PUB DATE - 72 138P.

DESCRIPTORS - \*ABSTRACTS; \*INSTRUCTIONAL MATERIALS; \*VOCATIONAL EDUCATION; \*TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; \*INDEXES (LOCATORS); CLEARINGHOUSES; CAREER EDUCATION

ABSTRACT - THIS QUARTERLY PUBLICATION ANNOUNCES THE AVAILABILITY OF INSTRUCTIONAL MATERIALS ACQUIRED AND PROCESSED BY THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION. IT SHOULD BE OF PARTICULAR INTEREST TO TEACHERS, CURRICULUM SPECIALISTS, SUPERVISORS, AND ADMINISTRATORS INVOLVED IN CURRICULUM DEVELOPMENT OR THE USE OF INSTRUCTIONAL MATERIALS IN THE TEACHING-LEARNING SETTING. EACH ABSTRACT, A CONDENSATION OF THE REPORT IN ABOUT 200 WORDS, USUALLY INCLUDES THE MEANS USED TO DEVELOP THE MATERIAL, THE SETTING FOR USE OF THE MATERIAL, AND SOURCE OF AVAILABLE COPIES. AUTHOR, SUBJECT, AND DOCUMENT NUMBER INDEXES PROVIDE ENTRY TO THE ABSTRACTS. MOST OF THE DOCUMENTS WHICH HAVE NOT BEEN ANNOUNCED IN "RESEARCH IN EDUCATION" ARE AVAILABLE AS A SEPARATE MICROFICHE SET FROM THE ERIC DOCUMENT REPRODUCTION SERVICE AS ED 063 502. OTHERS ARE AVAILABLE FROM THE SOURCE IDENTIFIED IN THE ABSTRACT. (CD)

VT 015 705  
A WORKSHOP REPORT ON A PROGRAM FOR GENERAL CLERICAL OCCUPATIONS CURRICULUM GUIDE (A TRIAL REPORT).

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION. MF AVAILABLE IN VT-ERIC SET.

BULL-8  
INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$4.15)  
PUB DATE - 71 357P. REPORT OF GENERAL CLERICAL CURRICULUM WORKSHOP (BOWLING GREEN, OHIO, JUNE 21-JULY 2, 1971)

DESCRIPTORS - INSTRUCTIONAL MATERIALS; \*CURRICULUM GUIDES; \*BUSINESS EDUCATION; BUSINESS SUBJECTS; \*OFFICE OCCUPATIONS

EDUCATION; \*INTEGRATED CURRICULUM; STUDENT DEVELOPED MATERIALS; MANUALS; \*SIMULATION; GRADE 11; GRADE 12; TEACHING PROCEDURES; PROGRAM CONTENT; RESOURCE MATERIALS; VISUAL AIDS; LEARNING LABORATORIES; VOCATIONAL INTERESTS; BEHAVIORAL OBJECTIVES; STUDENT EVALUATION; IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS TRIAL EDITION OF AN INTERDISCIPLINARY INTEGRATED CURRICULUM GUIDE IN BUSINESS AND OFFICE OCCUPATIONS EDUCATION CONTAINS AN OFFICE SIMULATION GUIDE FOR GRADE 12 AND FIVE UNITS FOR GRADE 11 GIVING INSTRUCTIONAL MATERIALS AND TEACHING PROCEDURES FOR: (1) AN INTRODUCTION TO THE OFFICE, (2) OFFICE SERVICES, (3) BANKING, (4) MONEY MANAGEMENT, INSURANCE, AND BOOKKEEPING, AND (5) JOB ORIENTATION. SUGGESTIONS ARE PROVIDED FOR DEVELOPMENT OF A CLERICAL REFERENCE MANUAL BY EACH STUDENT, FOR USE DURING THE SENIOR PROGRAM AND ON THE JOB. A 3-HOUR TIME BLOCK HAS BEEN USED AS A BASIS FOR PLANNING THE TIME PERIODS IN THE GUIDE. EACH OF THE FIVE GRADE 11 UNITS INCLUDES BEHAVIORAL OBJECTIVES, LEARNING ACTIVITIES WITH RATIONALES, AND SUPPLEMENTARY MATERIALS SUCH AS STUDENT EVALUATION FORMS AND RESOURCE LISTS. VISUAL AIDS AND ADDITIONAL SOURCE MATERIALS ARE GIVEN IN THE GRADE 12 SIMULATION MANUAL. REVIEWED BY A GENERAL CLERICAL CURRICULUM WORKSHOP OF VOCATIONAL AND SENIOR HIGH EDUCATORS, THE CURRICULUM GUIDE PREVIEWS TEACHING SUGGESTIONS AND DETAILED UNIT OUTLINES. (AG)

VT 015 715  
RESOURCE BIBLIOGRAPHY FOR VOCATIONAL EDUCATION.

LINCOLN COUNTY SCHOOLS, HAMILTON, W.VA. MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - SEP71 59P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*CATALOGS; ELEMENTARY GRADES; SECONDARY GRADES; \*RESOURCE UNITS; \*AUDIOVISUAL AIDS; FILMSTRIPS; \*BIBLIOGRAPHIES; INSTRUCTIONAL AIDS; CAREER EDUCATION  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS CATALOG OF RESOURCE MATERIALS FOR CAREER EDUCATION INSTRUCTION PROVIDES A BIBLIOGRAPHY OF BOOKS LISTED ALPHABETICALLY BY AUTHOR, FILM LOOPS, SOUND FILMSTRIPS USING RECORDS AND CASSETTES, KITS, PUZZLES, AND FIELD TRIPS, AS WELL AS A LIST OF FREE AND INEXPENSIVE EDUCATIONAL MATERIALS. DEVELOPED BY THE EXEMPLARY PROJECT STAFF, LINCOLN COUNTY BOARD OF EDUCATION, WEST VIRGINIA, IN SEPTEMBER 1971, THIS SOURCE GUIDE COVERS A WIDE RANGE OF INSTRUCTIONAL MATERIALS, WITH GRADE LEVELS SPECIFIED BY THEIR PUBLISHERS, AVAILABLE FOR LEAN FROM THE CURRICULUM AUDIO-VISUAL CENTER TO EDUCATIONAL PERSONNEL IN LINCOLN COUNTY. THE SUGGESTED FIELD TRIPS ARE GROUPED ACCORDING TO GRADE LEVEL. SUGGESTIONS FROM TEACHERS TO IMPROVE THE GUIDE ARE WELCOMED. (AG)

VT 015 744  
BICE, GARRY R.; GREEN, GARY Q.  
HOW TO COMPLETE THE TENNESSEE VOCATIONAL-TECHNICAL STUDENT ENROLLMENT FORM.

TENNESSEE STATE DEPT. OF EDUCATION,  
NASHVILLE, TENNESSEE UNIV., KNOXVILLE. COLL.  
OF EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 37P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*DATA  
COLLECTION; \*PROGRAM ADMINISTRATION;  
INFORMATION SYSTEMS; \*GUIDES; RECORDS  
(FORMS); \*STUDENT ENROLLMENT; PROGRAM  
PLANNING; PROGRAM EVALUATION  
IDENTIFIERS - TENNESSEE

ABSTRACT - DESIGNED TO PROVIDE LOCAL, STATE,  
AND FEDERAL ADMINISTRATORS WITH BASIC  
NUMERICAL AND MANAGERIAL INFORMATION, THIS  
GUIDE WAS PREPARED TO ASSURE THAT ACCURATE  
ENROLLMENT DATA IS COLLECTED ON VOCATIONAL  
EDUCATION STUDENTS. INCLUDED IN THE GUIDE  
ARE: (1) PROCEDURES TO FOLLOW IN COMPLETING  
THE STUDENT ENROLLMENT INFORMATION FORM, (2)  
A SCRIPT TO BE USED BY TEACHERS TO GUIDE  
STUDENTS IN COMPLETING THE FORM, (3) A GUIDE  
FOR COMPLETING ITEM 16, (4) A LIST OF U.S.  
OFFICE OF EDUCATION CODE NUMBERS, AND (5) A  
SAMPLE STUDENT ENROLLMENT SHEET. INFORMATION  
COLLECTED WITH THIS FORM WILL BE USED TO  
ALLOCATE STATE AND FEDERAL FUNDS AND TO  
JUSTIFY THE EXPENDITURES TO LEGISLATIVE  
BODIES. (JS)

VT 015 797  
KEILHOLTZ, LINDA A.  
CAREER EXPLORATION. CAREER PROGRAM: 9-10.

TOLEDO PUBLIC SCHOOLS, OHIO. DEPT. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000023-X-CCEM  
PUB DATE - 71 80P.PAES COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; GRADE 9;  
GRADE 10; \*VOCATIONAL DEVELOPMENT; \*PROGRAM  
DESCRIPTIONS; \*UNITS OF STUDY (SUBJECT  
FIELDS); \*OCCUPATIONAL INFORMATION;  
BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES;  
RESOURCE MATERIALS; HUMAN RESOURCES;  
HUMANITIES; INSERVICE TEACHER EDUCATION;  
INTEGRATED CURRICULUM  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS IDEA GUIDE FOR AN INTEGRATED  
CAREER EXPLORATION PROGRAM IN GRADES 9 AND 10  
CONTAINS AN EXTENSIVE PROGRAM DESCRIPTION AND  
A WIDE RANGE OF SAMPLE UNITS ON OCCUPATIONS  
RELATED TO SUBJECTS IN THE HUMANITIES,  
AGRICULTURE, PHYSICAL EDUCATION, INDUSTRIAL  
ARTS, AND OTHERS. A LIST OF RESOURCE  
MATERIALS IS INCLUDED IN THE GUIDE, DEVELOPED  
BY A TEACHER WITH THE AID OF COORDINATORS. A  
DISCUSSION OF THE PROGRAM STRUCTURE PRESENTS  
IDEAS ABOUT PROGRAM RESPONSIBILITIES,  
INSERVICE EDUCATION, FIELD TRIPS, RESOURCE  
SPEAKERS, AND "HANDS-ON" EXPERIENCES. A  
CAREER EDUCATION RATIONALE AND PROGRAM  
OBJECTIVES PRECEDE THE INSTRUCTIONAL UNITS,  
WHICH PROVIDE JOB DESCRIPTIONS, OBJECTIVES,  
AND TEACHING PROCEDURES. (AG)

VT 015 822  
GELATT, H.B.; CAREY, R.W.  
HELPING STUDENTS LEARN DECISION-MAKING. A  
PARENT'S HANDBOOK.

PALO ALTO UNIFIED SCHOOL DISTRICT, CALIF.  
CALIFORNIA STATE DEPT. OF EDUCATION,  
SACRAMENTO  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 118P.PAES COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; \*EDUCATIONAL  
GUIDANCE; \*VOCATIONAL DEVELOPMENT; STUDENT  
INTERESTS; \*PARENT STUDENT RELATIONSHIP;  
ANNOTATED BIBLIOGRAPHIES; CARTOONS; CHARTS;  
DECISION MAKING SKILLS; PERSONAL VALUES;  
COMMUNICATION (THOUGHT TRANSFER); COLLEGE  
CHOICE; SECONDARY GRADES; \*DECISION MAKING  
IDENTIFIERS - DECISIONS; ATTITUDES  
APPRECIATIONS; CAREER AWARENESS

ABSTRACT - THIS BOOKLET, ILLUSTRATED WITH  
CARTOONS AND QUOTATIONS, PROVIDES CHECKLISTS,  
QUESTIONNAIRES, AND RESULTS OF QUESTIONNAIRES  
AS A GUIDE FOR PARENTS IN HELPING STUDENTS  
DEVELOP DECISION MAKING SKILLS. WRITTEN BY  
TWO GUIDANCE SPECIALISTS TO INVOLVE PARENTS  
IN THE PALO ALTO SECONDARY GUIDANCE PROGRAM  
AND FUNDED BY THE NATIONAL DEFENSE EDUCATION  
ACT, THE GUIDE DISCUSSES ADULT-TEENAGER  
COMMUNICATIONS AND THE DEVELOPMENT OF VALUES,  
AS WELL AS FOCUSING ON THE EDUCATIONAL  
DECISIONS OF PALO ALTO STUDENTS IN REFERENCE  
TO COLLEGE CHOICES. CHARTS DETAILING COLLEGE  
ENTRANCE REQUIREMENTS, COLLEGE COSTS,  
CHARACTERISTICS OF THE STUDENT BODY, AND  
OTHER INFORMATION ARE INCLUDED. AN ANNOTATED  
BIBLIOGRAPHY IS PROVIDED, AND SPECIFIC  
SUGGESTIONS FOR PARENTS ARE GIVEN. (AG)

VT 015 836 ED 065 671  
WORLD OF WORK. FIRST YEAR REPORT, 1971-1972.

MOUNT PLEASANT PUBLIC SCHOOLS, MICH.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
MT. PLEASANT BOARD OF EDUCATION, MT. PLEASANT  
PUBLIC SCHOOLS, MT. PLEASANT, MICHIGAN 48858  
(\$12.00)  
PUB DATE - ND 278P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*OCCUPATIONAL CLUSTERS; \*RESOURCE GUIDES;  
INTEGRATED CURRICULUM; EDUCATIONAL  
OBJECTIVES; RESOURCE UNITS; \*ELEMENTARY  
EDUCATION; PILOT PROJECTS; CURRICULUM  
DEVELOPMENT; RESOURCE MATERIALS; LEARNING  
ACTIVITIES; STUDENT EVALUATION; HUMANITIES;  
MARKETING; INDUSTRY  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - PREPARED DURING THE FIRST YEAR OF  
A 3-YEAR PILOT PROGRAM, THIS WORKING DRAFT OF  
A RESOURCE GUIDE REPRESENTS EFFORTS TO  
DEVELOP AND FIELD TEST RESOURCE UNITS FOR  
CAREER EDUCATION, GRADES 1-6. THE UNITS,  
WHICH INCLUDE OBJECTIVES AND LEARNING  
ACTIVITIES, ARE CLUSTERED AS FOLLOWS: (1)  
DISTRIBUTION AND MARKETING, (2) AGRICULTURE-  
NATURAL RESOURCES, (3) FINE ARTS AND  
HUMANITIES, (4) COMMUNICATIONS AND MEDIA, (5)  
CONSTRUCTION, (6) HEALTH, (7) HOSPITALITY AND  
RECREATION, (8) MANUFACTURING, (9) OFFICE AND  
BUSINESS, (10) TRANSPORTATION, (11)  
ENVIRONMENTAL CONTROL, (12) PUBLIC SERVICE,  
AND (13) CONSUMER AND HOMEMAKING. ALSO  
INCLUDED ARE AN INTEGRATED PLAN FOR THE  
CURRICULUM, A SUGGESTED PLAN FOR PRESENTING  
THE UNITS TO THE VARIOUS GRADES, AND A SAMPLE  
UNIT OUTLINE. THE MATERIAL WAS WRITTEN BY A  
SCHOOL-PRINCIPAL AND HIS IN-SCHOOL TEACHERS.

WHO WORKED TO PRESERVE THE INDIVIDUALITY OF EACH UNIT PLAN SO THAT EACH MIGHT SERVE AS A SPRINGBOARD FOR OTHER TEACHERS. THE MORE FULLY DEVELOPED UNITS CONTAIN BIBLIOGRAPHIES AND EVALUATION GUIDELINES. (CD)

VT 015 856

TAUB, HOWARD

FUNDAMENTAL SKILLS IN THE CLINICAL LABORATORY. UNIT 1: SPECIMEN PROCESSING. INSTRUCTOR'S GUIDE.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH. MF AVAILABLE IN VT-ERIC SET. THE REGENTS, UNIV. OF CALIF., DIV. OF VOCATIONAL EDUCATION, ALLIED HEALTH PROFESSIONS PROJECT, 1003 WILSHIRE BLVD., SANTA MONICA, CALIF. 90401 (CHECKS PAYABLE TO THE REGENTS, UNIVERSITY OF CALIFORNIA \$2.00) PUB DATE - FEB72 91P.

DESCRIPTORS - \*TEACHING GUIDES; \*UNITS OF STUDY (SUBJECT FIELDS); \*HEALTH OCCUPATIONS EDUCATION; \*INDIVIDUALIZED CURRICULUM; \*LABORATORY TECHNIQUES; CURRICULUM EVALUATION; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; TESTING; BASIC SKILLS; TEACHING PROCEDURES; INSTRUCTIONAL MATERIALS IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THE INSTRUCTIONAL GUIDE FOR A SEMESTER-LENGTH COURSE ON BASIC LABORATORY SKILLS REQUIRED FOR ENTRY LEVEL POSITIONS IN CLINICAL HEALTH OCCUPATIONS INCLUDES A SECTION ON INDIVIDUALIZED INSTRUCTION IN A "MODULAR" APPROACH AND METHODS OF PROGRAM EVALUATION. AN OUTLINE FOR A UNIT OF STUDY ON SPECIMEN PROCESSING DEALS WITH DRAWING BLOOD, AND HANDLING AND COLLECTING CLINICAL SPECIMENS, IN ADDITION TO PROVIDING TEACHING SUGGESTIONS. EACH SUB-UNIT SPECIFIES A TARGET GROUP, NEEDED MATERIALS AND EQUIPMENT, GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES, AND REVIEW QUESTIONS. A WIDE RANGE OF SAMPLE STUDENT AND TEACHER MATERIALS INCLUDES A PROGRAM OUTLINE, EVALUATION FORMS, VISUAL AIDS, AND ANSWER KEYS FOR PERFORMANCE TESTS AND REVIEW QUESTIONS. THIS TEACHING GUIDE, DEVELOPED AS A RESEARCH REPORT OF THE ALLIED HEALTH PROFESSIONS PROJECT AIDED BY A NATIONAL TECHNICAL ADVISORY COMMITTEE, IS INTENDED FOR USE WITH A STUDENT MANUAL, AVAILABLE AS VT 016 134 IN THIS ISSUE. (AG)

VT 015 878

CAREER ORIENTATION, GRADES 7, 8, AND 9. WYOMING OCCUPATIONAL RESOURCE KIT.

WYOMING STATE DEPT. OF EDUCATION, CHEYENNE. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. DEC-71-0519(361) CVTE-000314-X-CCEM PUB DATE - 71 352P.PAES COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; \*JUNIOR HIGH SCHOOLS; \*CAREER PLANNING; \*OCCUPATIONAL GUIDANCE; \*TEACHING GUIDES; INTEGRATED CURRICULUM; BIBLIOGRAPHIES; DEVELOPMENTAL PROGRAMS; SELF EVALUATION; LEARNING ACTIVITIES; SUPPLEMENTARY READING MATERIALS;

RESOURCE MATERIALS

IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS; CAREER ORIENTATION

ABSTRACT - THIS COMPREHENSIVE EXEMPLARY CAREER PLANNING GUIDE OFFERS OCCUPATIONAL GUIDANCE IN GRADES 7, 8, AND 9 AS PART OF A CAREER EDUCATION PROGRAM REVISED FROM OAKLAND, CALIFORNIA, MATERIALS DEVELOPED UNDER A TITLE I ELEMENTARY SECONDARY EDUCATION ACT (ESEA) GRANT. TEACHING PROCEDURES, LEARNING ACTIVITIES, AND RESOURCE MATERIALS IMPLEMENT THE OBJECTIVES FOR THESE INTEGRATED DEVELOPMENTAL CURRICULUMS, WHICH FOCUS ON SELF-APPRAISAL, GENERAL VOCATIONAL INFORMATION, AND INVESTIGATION OF SPECIFIC CAREERS. PROCEDURES FOR PRELIMINARY PROGRAM PLANNING ARE SPECIFIED. A WIDE RANGE OF RESOURCE MATERIALS INCLUDES STUDENT WORKSHEETS, SUPPLEMENTARY READING MATERIALS, VOCABULARY LISTS, TRANSPARENCIES, AND CAREER INFORMATION SHEETS. A BIBLIOGRAPHY IS PROVIDED FOR THE TEACHING GUIDE. (AG)

VT 015 880 ED 065 674

HOME ECONOMICS OCCUPATIONS. AN EXPLORATORY UNIT.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION. EDKS PRICE MF-\$0.65 HC-\$3.29. PUB DATE - 71 58P.

DESCRIPTORS - \*CAREER EDUCATION; HOME ECONOMICS EDUCATION; \*OCCUPATIONAL INFORMATION; \*RESOURCE UNITS; \*CONCEPT TEACHING; EDUCATIONAL OBJECTIVES; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; SELF CONCEPT; EMPLOYMENT QUALIFICATIONS; TEACHING TECHNIQUES; \*TEACHING GUIDES; VOCATIONAL HOME ECONOMICS IDENTIFIERS - \*CAREER EXPLORATION

ABSTRACT - RESULTING FROM A SERIES OF WORKSHOPS FOR LOCAL TEACHERS HELD IN APRIL 1968, THIS RESOURCE UNIT PROVIDES GUIDELINES FOR TEACHERS WHO PLAN TO EXPLORE THE WORLD OF WORK IN THEIR PROGRAMS. DEVELOPED FOR USE IN GRADES 7-10, THE UNIT OUTLINES THE TEACHING OF SIX MAJOR CONCEPTS: (1) WORLD OF WORK, (2) SELF CONCEPT OF WORK, (3) PERSONAL GROOMING AND HEALTH, (4) REQUIREMENTS FOR WORKING, (5) DUAL ROLE OF WOMEN, AND (6) HOME ECONOMICS ORIENTED OCCUPATIONS. ALSO INCLUDED ARE EDUCATIONAL GOALS AND CONCEPTS, LEARNING EXPERIENCES, AND GENERALIZATIONS. APPENDED ARE A WORKING VOCABULARY FOR THE UNIT AND SAMPLE STUDENT REACTION FORMS. (JS)

VT 015 946

COOPERATIVE BUSINESS EDUCATION. COURSE OUTLINE. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. CIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 71 61P.

DESCRIPTORS - \*COOPERATIVE EDUCATION; \*BUSINESS EDUCATION; \*UNITS OF STUDY (SUBJECT FIELDS); TEACHING TECHNIQUES; BIBLIOGRAPHIES; INSTRUCTIONAL INNOVATION; \*MONEY MANAGEMENT; BEHAVIORAL OBJECTIVES; BUDGETING; UNEMPLOYMENT INSURANCE; WORKMANS

COMPENSATION; INSTRUCTIONAL MATERIALS; INSURANCE PROGRAMS; TAXES; PARLIAMENTARY PROCEDURES; COURSE DESCRIPTIONS; YOUTH CLUBS IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THESE TWO UNITS OF STUDY MAKE UP 45-HOUR COURSE OUTLINES IN COOPERATIVE BUSINESS EDUCATION, ONE COVERING PERSONAL BUDGETING AND FINANCE, AND THE OTHER INTRODUCING THE STUDENT TO COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. BOTH COURSES REQUIRE PRIOR ACCEPTANCE INTO THE COOPERATIVE BUSINESS EDUCATION PROGRAM FOR DADE COUNTY. DEVELOPED BY INSTRUCTIONAL AND SUPERVISORY PERSONNEL, AN ADVISORY COMMITTEE, AND THE VOCATIONAL TEACHER EDUCATION SERVICE, THE UNITS HAVE BEEN APPROVED BY THE DADE COUNTY VOCATIONAL CURRICULUM COMMITTEE. THE MONEY MANAGEMENT COURSE INCLUDES INFORMATION ON SOCIAL SECURITY, UNEMPLOYMENT INSURANCE, WORKMEN'S COMPENSATION, INCOME TAX, AND INSURANCE. THE VOCATIONAL EDUCATION COURSE DISCUSSES THE PROGRAM BACKGROUND, THE VOCATIONAL EDUCATION CLUBS, AND PARLIAMENTARY LAW. TEACHING TECHNIQUES FOR THE UNITS INCLUDE CLASS DISCUSSIONS, LECTURES, DEMONSTRATIONS, RESOURCE SPEAKERS, AND THE USE OF AUDIOVISUAL AIDS. A BIBLIOGRAPHY AND A SAMPLE POST TEST WITH AN ANSWER KEY COMPLETE EACH UNIT. EACH UNIT CONTAINS GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES, A CURRICULUM DESCRIPTION, AND A LIST OF SUBTOPICS GIVING SUGGESTED CLASSROOM HOURS. (AG)

VT 015 947  
DIVERSIFIED COOPERATIVE TRAINING. COURSE OUTLINE. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 70P.

DESCRIPTORS - \*COOPERATIVE EDUCATION; \*VOCATIONAL EDUCATION; GRADE 11; GRADE 12; \*INDIVIDUALIZED INSTRUCTION; BEHAVIORAL OBJECTIVES; TEACHING TECHNIQUES; OCCUPATIONAL CHOICE; VOCATIONAL INTERESTS; INSTRUCTIONAL AIDS; SKILLED OCCUPATIONS; \*INDUSTRIAL EDUCATION; BUSINESS EDUCATION; PROGRAM DESCRIPTIONS; LEARNING ACTIVITIES  
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THESE THREE UNITS OF STUDY MAKING UP 45-HOUR INTRODUCTORY COURSES FOR GRADES 11 AND 12 IN COOPERATIVE VOCATIONAL EDUCATION INCLUDE AN OVERVIEW OF OCCUPATIONS IN BUSINESS AND INDUSTRY FOR USE WITH THE COURSE ON THE HISTORY AND CONCEPTS OF VOCATIONAL EDUCATION AND A MORE ADVANCED COURSE OUTLINING STEP-BY-STEP TRAINING PROGRAMS FOR INDIVIDUALIZED JOB INSTRUCTION. THIS COURSE ON OCCUPATIONAL SKILLS SPECIFICALLY RELATES CLASSROOM TRAINING TO ON-THE-JOB EXPERIENCE. DEVELOPED BY INSTRUCTIONAL AND SUPERVISORY PERSONNEL, AN ADVISORY COMMITTEE, AND THE VOCATIONAL TEACHER EDUCATION SERVICE, THE UNITS HAVE BEEN APPROVED BY THE DADE COUNTY VOCATIONAL CURRICULUM COMMITTEE. TEACHING TECHNIQUES INCLUDE ROLE PLAYING, LECTURES, DISCUSSIONS, DEMONSTRATIONS, AND THE USE OF AUDIOVISUAL AIDS. INDIVIDUAL PROJECTS, FIELD TRIPS, AND BUZZ SESSIONS ARE ALSO SUGGESTED.

EACH COURSE CONTAINS A CURRICULUM DESCRIPTION, PREFACE, GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES, A BIBLIOGRAPHY AND A SAMPLE POST TEST WITH AN ANSWER KEY. THE UNIT SUBTOPICS GIVE SUGGESTED TIME ALLOTMENTS. (AG)

VT 015 948  
INDUSTRIAL ARTS. TENTATIVE COURSE OUTLINE. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 622P.

DESCRIPTORS - \*INDUSTRIAL EDUCATION; \*INDUSTRIAL ARTS; \*UNITS OF STUDY (SUBJECT FIELDS); ACTIVITY UNITS; BIBLIOGRAPHIES; POST TESTS; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; \*COURSE DESCRIPTIONS; INSTRUCTIONAL INNOVATION; \*EXPERIMENTAL CURRICULUM; GRAPHIC ARTS; CAREER PLANNING; METALS

IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; WOODWORKING; ELECTRICITY; MANUFACTURING

ABSTRACT - THESE 30 TENTATIVE UNITS OF STUDY MAKING UP COURSES IN VOCATIONAL, TECHNICAL, OR ADULT EDUCATION FOR AN INDUSTRIAL ARTS PROGRAM PRESENT A VARIETY OF ACTIVITIES IN SUBJECTS SUCH AS METALS, WOODWORKING, ELECTRICITY, MANUFACTURING, AND GRAPHIC ARTS. SIX UNITS DISCUSS CAREERS INVOLVING INDUSTRIAL SKILLS, SUCH AS CONTRACTOR AND ARCHITECT. INNOVATIVE TOPICS INCLUDE INDUSTRIAL FIELD TRIPS, HOME REPAIRS, DESIGN, DESCRIPTIVE GEOMETRY, AND OFFSET PHOTOGRAPHY. BEGINNING, INTERMEDIATE, AND ADVANCED TOPICS IN EACH MAJOR INDUSTRIAL ARTS AREA ARE INCLUDED. THE UNIT TIME SPANS ARE GENERALLY 45 SEPARATE CLASSROOM HOURS, FIVE TIMES WEEKLY FOR NINE WEEKS, BROKEN DOWN INTO SUGGESTED TIME ALLOTMENTS FOR EACH ACTIVITY. PREPARED BY TEACHERS FROM DADE COUNTY, FLORIDA, AND SUBMITTED BY AN INDUSTRIAL ARTS CONSULTANT, EACH SEPARATE COURSE OUTLINE INCLUDES A CURRICULUM DESCRIPTION, PREFACE, GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES, AND UNIT PREREQUISITES. SAMPLE POST TESTS AND BIBLIOGRAPHIES ENRICH THE ACTIVITY UNITS. (AG)

VT 015 949  
COOPERATIVE HEALTH OCCUPATIONS EDUCATION. COURSE OUTLINE. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 97P.

DESCRIPTORS - \*COOPERATIVE EDUCATION; \*HEALTH OCCUPATIONS EDUCATION; HEALTH SERVICES; \*UNITS OF STUDY (SUBJECT FIELDS); BEHAVIORAL OBJECTIVES; BIBLIOGRAPHIES; POST TESTS; ANSWER KEYS; TEACHING TECHNIQUES; COURSE DESCRIPTIONS; GRADE 12; \*CAREER CHOICE; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; DRUG ADDICTION; STUDENT CENTERED CURRICULUM; LEARNING ACTIVITIES  
IDENTIFIERS - ATTITUDES APPRECIATIONS; CAREER

## AWARENESS

ABSTRACT - THESE FOUR UNITS OF STUDY MAKE UP 45-HOUR CLASSES 5 HOURS WEEKLY FOR 9 WEEKS, IN COOPERATIVE HEALTH OCCUPATIONS EDUCATION, INCLUDING AN INTRODUCTORY SURVEY OF THE HEALTH SERVICE FIELD, A STUDY OF PHYSICAL ADDICTION AS IT RELATES TO THE PERSONALITY, AN ORIENTATION TO VOCATIONAL HEALTH, AND INFORMATION ON COMMUNITY HEALTH AGENCIES AND HEALTH SERVICES. TWO OF THESE OUTLINES, WHICH WERE DEVELOPED BY INSTRUCTIONAL AND SUPERVISORY PERSONNEL, AN ADVISORY COMMITTEE, AND THE VOCATIONAL TEACHER EDUCATION SERVICE, WITH THE APPROVAL OF THE DADE COUNTY VOCATIONAL CURRICULUM COMMITTEE, LIMIT COURSE ENROLLMENT TO GRADE 12 STUDENTS AT LEAST 16 YEARS OLD. A VARIETY OF TEACHING TECHNIQUES FOR THE UNITS INCLUDE DISCUSSIONS, LECTURES, RESOURCE SPEAKERS, FIELD TRIPS, ORAL REPORTS, STUDENT RESEARCH, AND USE OF AUDIOVISUAL AIDS. BIBLIOGRAPHIES AND SAMPLE POST TESTS WITH ANSWER KEYS ENRICH THE STUDENT CENTERED INSTRUCTIONAL OUTLINES. EACH COURSE CONTAINS A CURRICULUM DESCRIPTION, PREFACE, GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES, AND UNIT PREREQUISITES. (AG)

VT 015 952

INDUSTRIAL ELECTRONICS. COURSE OUTLINE. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 71 203P.

DESCRIPTORS - \*INDUSTRIAL EDUCATION; INDEPENDENT STUDY; \*TEACHING GUIDES; TEACHING TECHNIQUES; CURRICULUM GUIDES; INSTRUCTIONAL AIDS; POST TESTING; ANSWER KEYS; BIBLIOGRAPHIES; ELECTRIC CIRCUITS; \*ELECTRONICS; \*COURSE DESCRIPTIONS; \*UNITS OF STUDY (SUBJECT FIELDS) IDENTIFIERS - BEGINNING COMPETENCE; LABORATORY EXPERIMENTS; BEHAVIORAL OBJECTIVES

ABSTRACT - THIS COURSE OUTLINE PROVIDES SEVEN SEPARATE UNITS IN INDUSTRIAL ELECTRONICS ON BEGINNING AND ADVANCED LEVELS FOR ELECTRONIC SYSTEMS, ELECTRICITY, AND ELECTRICAL CIRCUITS. DEVELOPED BY INSTRUCTIONAL AND SUPERVISORY PERSONNEL IN ELECTRONICS, AN ADVISORY COMMITTEE, AND THE VOCATIONAL EDUCATION TEACHER SERVICE, WITH THE APPROVAL OF THE DADE COUNTY VOCATIONAL CURRICULUM COMMITTEE, THE UNITS INCLUDE COURSE DESCRIPTIONS, PREFACES, GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES, BIBLIOGRAPHIES, AND POST TESTS WITH ANSWER KEYS. RELATED LABORATORY EXPERIMENTS ARE COVERED. TEACHING TECHNIQUES EMPLOYED FOR THE UNITS INCLUDE DEMONSTRATIONS, LECTURES, LABORATORY ASSIGNMENTS, AND THE USE OF AUDIOVISUAL AIDS. MOST UNITS SPECIFY THEIR COURSE LENGTH AS 135 CLASSROOM HOURS, BROKEN DOWN INTO TIME ALLOTMENTS FOR EACH TOPIC. INDEPENDENT STUDY IS OFFERED AS A COURSE TO THOSE STUDENTS WISHING TO SPECIALIZE IN A PARTICULAR AREA OF ELECTRONICS. (AG)

VT 015 958

CAREER DEVELOPMENT ACTIVITIES FOR ADVANTAGED ELEMENTARY CHILDREN IN THE

ELEMENTARY SCHOOLS. INSTRUCTIONAL MATERIALS RESOURCE BOOK.

BOWLING GREEN STATE UNIV., OHIO. DEPT. OF INDUSTRIAL EDUCATION AND TECHNOLOGY. OHIO STATE DEPT. OF EDUCATION, COLUMBUS, DIV. OF VOCATIONAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 231P.

DESCRIPTORS - \*VOCATIONAL DEVELOPMENT; \*STUDY GUIDES; WORKSHEETS; SELF CONCEPT; \*RESOURCE GUIDES; \*LEARNING ACTIVITIES; ELEMENTARY GRADES; \*DISADVANTAGED YOUTH; EVALUATION TECHNIQUES; TEACHING PROCEDURES; SERVICES; INSTRUCTIONAL MATERIALS; BEHAVIORAL OBJECTIVES; CAREER EDUCATION; VISUAL AIDS IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS

ABSTRACT - THIS SPIRAL-BOUND RESOURCE GUIDE FOR DISADVANTAGED CHILDREN IN THE ELEMENTARY GRADES PROVIDES STUDENT WORKSHEETS FOR CAREER DEVELOPMENT LEARNING ACTIVITIES. GROUPED BY PRIMARY AND INTERMEDIATE GRADE LEVELS, THE ACTIVITIES DEAL WITH CAREER EDUCATION IN GENERAL AS WELL AS VOCATIONS RELATED TO GOODS AND SERVICES SPECIFICALLY. DEVELOPED BY 16 ELEMENTARY SCHOOL TEACHERS OF DISADVANTAGED CHILDREN AT A 5-WEEK INSTITUTE, THIS UNIT INCLUDES GENERALIZATIONS, TIME ALLOTMENTS, BEHAVIORAL OBJECTIVES, MATERIALS LISTS, AND TEACHING PROCEDURES FOR THE ACTIVITIES. LINE DIAGRAMS AND PICTURES ILLUSTRATE THE TEXT. SUGGESTIONS FOR RESOURCES AND STUDENT EVALUATION ARE GIVEN. (AG)

VT 015 963

AUTO ASSEMBLY JOBS. WORLD OF WORK.

WISCONSIN STATE DEPT. OF INDUSTRY, LABOR AND HUMAN RELATIONS, MADISON. WISCONSIN STATE EMPLOYMENT SERVICE, MADISON. OCCUPATIONAL ANALYSIS FIELD CENTER. MF AVAILABLE IN VT-ERIC SET. SER-60-12-71-WS-3176 PUB DATE - ND 67P.

DESCRIPTORS - PAMPHLETS; \*OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES; VOCATIONAL EDUCATION; INDEXES (LOCATORS); PHOTOGRAPHS; \*PRODUCTION TECHNICIANS; \*ASSEMBLY (MANUFACTURING); \*MOTOR VEHICLES; INDUSTRIAL EDUCATION; MANUFACTURING IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOKLET DESCRIBES PRODUCTION LINE JOBS FOUND IN THE ASSEMBLY DIVISION OF AUTOMOBILE MANUFACTURING, AND DISCUSSES THE HISTORY OF THE AUTOMOBILE, JOBS IN A SMALL ASSEMBLY PLANT, AND CAREER OPPORTUNITIES IN THE FIELD. DEVELOPED BY VOCATIONAL EDUCATORS AND LEADERS IN INDUSTRY, THE PAMPHLET INCLUDES A JOB INDEX KEYED TO THE DICTIONARY OF OCCUPATIONAL TITLES AND A CAREER LADDER DIAGRAM. PHOTOGRAPHS AND CHARTS ILLUSTRATE THE TEXT. (AG)

VT 015 964

SIGNALMAN 3 AND 2. NAVY TRAINING COURSE.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL. MF AVAILABLE IN VT-ERIC SET. NAVPERS-10135-C

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402  
(STOCK NO 0500-039-0100)  
PUB DATE - 68 178P.

DESCRIPTORS - \*TELECOMMUNICATION; READING MATERIALS; \*STUDY GUIDES; RESOURCE MATERIALS; VOCATIONAL DEVELOPMENT; \*VOCATIONAL EDUCATION; MILITARY PERSONNEL; GOVERNMENT (ADMINISTRATIVE BODY); \*TECHNICAL OCCUPATIONS; VISUAL AIDS; \*MILITARY TRAINING  
IDENTIFIERS - SIGNALMAN; CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS BOOK, AS A STUDY GUIDE FOR A NAVY TRAINING COURSE, CONTAINS BASIC INFORMATION NEEDED TO MEET THE TECHNICAL REQUIREMENTS FOR ADVANCEMENT TO SIGNALMAN 3 AND SIGNALMAN 2. WRITTEN FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND NAVAL RESERVE, THE GUIDE PROVIDES MANY LINE DIAGRAMS, CHARTS, PHOTOGRAPHS, AND OTHER VISUAL AIDS. PROCEDURES FOR TRANSMITTING MESSAGES, THE USE OF FLAGS, AND NAVIGATIONAL AND WATCH-STANDING DUTIES ARE DESCRIBED. THE APPENDIXES INCLUDE A RESOURCE LIST AND DRILL MATERIALS. AN INDEX IS PROVIDED. (AG)

VT 015 965  
DAY, ALBERT M.  
MAKING A LIVING IN CONSERVATION. A GUIDE TO OUTDOOR CAREERS.

STACKPOLE BOOKS, HARRISBURG, PA.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
CVTE-X00691-X-CCEM  
PHYLLIS C. BLOCK, THE STACKPOLE COMPANY,  
CAMERON AND KELKER STREET, HARRISBURG, PA.  
17105 (\$3.95)  
PUB DATE - 71 97P.PAES COLLECTION

DESCRIPTORS - NATURAL RESOURCES; SECONDARY GRADES; \*CONSERVATION EDUCATION; \*RESOURCE GUIDES; \*OCCUPATIONAL INFORMATION; \*CAREER EDUCATION; CAREER OPPORTUNITIES; OCCUPATIONAL CHOICE; \*OUTDOOR EDUCATION; RESOURCE MATERIALS  
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS RESOURCE GUIDE ON OUTDOOR CAREERS PROVIDES DETAILED OCCUPATIONAL INFORMATION ON A WIDE VARIETY OF CAREER OPPORTUNITIES IN CONSERVATION, SUCH AS FORESTRY, OCEANOGRAPHY, AND ENVIRONMENTAL HEALTH. SALARY RANGES, EMPLOYING AGENCIES, AND EDUCATIONAL REQUIREMENTS ARE GIVEN IN THE BRIEF JOB DESCRIPTIONS. RESOURCE MATERIALS INCLUDE A LIST OF POST-SECONDARY INSTITUTIONS OFFERING DEGREES IN CONSERVATION-RELATED AREAS AND ADDRESSES TO WRITE TO FOR FURTHER VOCATIONAL INFORMATION. (AG)

VT 015 979  
TEACHER GUIDE. VOCATIONAL GUIDANCE.

N.E. WISCONSIN IN-SCHOOL TELEVISION, GREEN BAY, WIS.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-002D06-X-CCEM  
PUB DATE - ND 68P.PAES COLLECTION

DESCRIPTORS - \*SECONDARY GRADES;  
\*OCCUPATIONAL GUIDANCE; \*TEACHING GUIDES;  
RESOURCE MATERIALS; CLASS ACTIVITIES;

\*INSTRUCTIONAL TELEVISION; \*PROGRAM DESCRIPTIONS; VOCATIONAL DEVELOPMENT; CAREER CHOICE; CAREER EDUCATION; OCCUPATIONAL INFORMATION  
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS

ABSTRACT - THIS TENTATIVE TEACHING UNIT ON VOCATIONAL GUIDANCE FOR THE SECONDARY GRADES BY MEANS OF INSTRUCTIONAL TELEVISION PROGRAMS WILL BE USEFUL TO TEACHERS AND COUNSELORS ADVISING STUDENTS ABOUT CAREER CHOICE. EACH LESSON PLAN CONTAINS A PROGRAM SUMMARY, SUGGESTIONS FOR PREPARATORY CLASS ACTIVITIES, AND IDEAS FOR "FOLLOW-UP" ACTIVITIES. A DETAILED PROGRAM RATIONALE AND RESOURCE LISTS FOR EACH LESSON COMPLETE THE GUIDE. DEVELOPED BY A STEERING COMMITTEE AND SUBJECT AREA ADVISORY COMMITTEES, THESE INSTRUCTIONAL PROGRAMS WERE USED DURING THE FIRST AND SECOND SEMESTERS OF THE 1971-1972 SCHOOL YEAR. (AG)

VT 015 987  
PROGRAM DEVELOPMENT FOR DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION. SUMMARY REPORT OF 1970 SUMMER PROGRAM.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - AUG70 41P.

DESCRIPTORS - \*DISADVANTAGED YOUTH; \*COURSE DESCRIPTIONS; \*PROGRAM DEVELOPMENT; \*UNITS OF STUDY (SUBJECT FIELDS); CHECK LISTS; BEHAVIORAL OBJECTIVES; EVALUATION CRITERIA; \*VOCATIONAL EDUCATION; DELINQUENT IDENTIFICATION; DROPOUT IDENTIFICATION; INDUSTRIAL EDUCATION; APPLIANCE REPAIRING; HOME FURNISHINGS  
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE; ATTITUDES APPRECIATIONS

ABSTRACT - THIS PROJECT REPORT OF A 1970 SUMMER PROGRAM, INTENDED TO AID EARLY TEACHER IDENTIFICATION OF DISADVANTAGED STUDENTS AND TO PREPARE INSTRUCTIONAL MATERIALS AND PROCEDURES FOR USE BY DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION, PROVIDES A BASIS FOR FURTHER EXPANSION OF MATERIALS IN THIS AREA. A TWO-PAGE CHECKLIST OF GENERAL AND SPECIFIC CHARACTERISTICS CONTRIBUTING TO IDENTIFICATION OF THE DISADVANTAGED STUDENT HAS BEEN EVOLVED. VOCATIONAL EDUCATION UNITS WITHIN SPECIFIC INSTRUCTIONAL AREAS IN AGRICULTURE, BUSINESS AND INDUSTRY, OFFICE OCCUPATIONS, AND HOME ECONOMICS ARE BRIEFLY DESCRIBED. SLIDE-TAPE PRESENTATIONS CONSTITUTE THE MAJOR TEACHING APPROACHES. SUGGESTED TEACHING ACTIVITIES AND OPTIONS ARE LISTED WITHIN EACH SHORT UNIT OUTLINE. A MORE DETAILED INDUSTRIAL EDUCATION UNIT INCLUDES GENERAL AND SPECIFIC GOALS AND OBJECTIVES INVOLVING STUDENT PERFORMANCE OF HOME MAINTENANCE TASKS, WITH ACTIVITIES RELATED TO THE UPKEEP OF FURNITURE AND ELECTRICAL APPLIANCES. COMMENTS BY THE 11 MEMBERS OF THE "PROJECT 22" COMMITTEE ARE INCLUDED. THE PROJECT GROUP CONSISTED OF AN ASSISTANT SUPERINTENDENT, A SUPERVISOR, A PROJECT LEADER, AND OTHER EDUCATORS IN VOCATIONAL EDUCATION. (AG)

VT 015 988

VOCATIONAL ENRICHMENT FOR ELEMENTARY EDUCATION.

MID-VALLEY AREA VOCATIONAL CENTER, MAPLE PARK, ILL.  
MF AVAILABLE IN VT-ERIC SET.

MID-VALLEY AREA VOCATIONAL CENTER, KESLINGER & MEREDITH ROADS, MAPLE PARK, ILL. 60151  
(\$2.00)

PUB DATE - JUL 72 75P.

DESCRIPTORS - \*ELEMENTARY GRADES; \*VOCATIONAL EDUCATION; BOOKLISTS; BIBLIOGRAPHIES; \*COMMUNITY RESOURCES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; SECONDARY GRADES; \*RESOURCE GUIDES; \*RESOURCE MATERIALS; REFERENCE MATERIALS; INSTRUCTIONAL AIDS; INSTRUCTIONAL FILMS; FIELD TRIPS; LETTERS (CORRESPONDENCE); OCCUPATIONAL INFORMATION; HUMAN RESOURCES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - REPRESENTING A UNIFIED COLLECTION OF VOCATIONAL EDUCATION RESOURCE MATERIALS AND ACTIVITIES PARTICULARLY GEARED FOR THE ELEMENTARY GRADES, THIS IDEA GUIDE FROM THE FIVE MID-VALLEY AREA SCHOOL DISTRICTS WILL BE REVISED YEARLY THROUGH TEACHER FEEDBACK. THREE BROAD BEHAVIORAL OBJECTIVES WITH CORRESPONDING ACTIVITY LISTS ARE PROVIDED FOR GRADES K-3, GRADES 4-6, AND GRADES 7-9. GUIDELINES FOR FIELD TRIPS ARE PROVIDED AS WELL AS SAMPLE LETTERS TO SEND TO PARENTS, OTHER RESOURCE PEOPLE, BUSINESSES, AND INDUSTRY, ASKING FOR THEIR AID IN PROVIDING VOCATIONAL INFORMATION. A 15-PAGE OCCUPATIONAL LIST TO FILL IN WITH NAMES OF LOCAL RESOURCE PERSONS IS INCLUDED, AS WELL AS A 13-PAGE ANNOTATED LIST OF FILMS, FILM SOURCES, AND PUBLISHERS. A BIBLIOGRAPHY OF OCCUPATIONAL LITERATURE, USEFUL TO ELEMENTARY SCHOOL LIBRARIANS, COUNSELORS, AND TEACHERS, LISTS 178 BOOKS ALPHABETICALLY BY AUTHOR, AND INCLUDES GRADE LEVELS TOGETHER WITH A RATING AND CLASSIFICATION BY AN EVALUATOR. A LIST OF GOVERNMENT AGENCIES AND BUSINESSES USED AS RESOURCES AND A LIST OF BOOKS GROUPED ACCORDING TO SUBJECT COMPLETE THE BIBLIOGRAPHY. (AG)

VT 016 008  
HEILMAN, CAS F.; GARDNER, RICHARD E.  
EXPLORATION IN CAREERS EDUCATION. CAREERS ORIENTED RELEVANT EDUCATION.

SPRINGFIELD PUBLIC SCHOOLS, OREG.; OREGON STATE UNIV., CORVALLIS. SCHOOL OF EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-9-470214-4522(085)

CVTE-000741-X-CCEM  
PUB DATE - JUL 72 205P. PAES COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; \*OCCUPATIONAL CLUSTERS; SECONDARY GRADES; \*STUDY GUIDES; \*TEACHING GUIDES; STUDENT EVALUATION; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; TEACHING PROCEDURES; OCCUPATIONAL INFORMATION  
IDENTIFIERS - \*OCCUPATIONAL EXPLORATION; CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THE MATERIALS IN THIS 2-PART PUBLICATION WERE DEVELOPED BY CAREERS ORIENTED RELEVANT EDUCATION PROJECT STAFF AS PART OF A CAREER EXPLORATION PROGRAM IN

CREATED AND REFLECT THE PROCESS OF STAFF INVOLVEMENT AND PROFESSIONAL GROWTH NECESSARY FOR PROGRAM CHANGE. PART ONE CONSISTS OF LEARNING PACKAGES FOR USE IN INTRODUCING HIGH SCHOOL STUDENTS TO THE CAREER CLUSTER CONCEPT. LEARNING PACKAGES CONTAINING BEHAVIORAL OBJECTIVES, INFORMATION SHEETS, FIELD TRIP REPORT FORMS, ASSIGNMENTS, AND POST TESTS ARE INCLUDED FOR THE FOLLOWING OCCUPATIONAL CLUSTERS: (1) HEALTH OCCUPATIONS, (2) MECHANICS, (3) FORESTRY, (4) METALS, (5) SECRETARIAL SERVICES, (6) MARKETING, AND (7) AGRICULTURE. A LEARNING PACKAGE DEALING WITH TASK ANALYSIS IS ALSO INCLUDED. PART TWO CONTAINS LEARNING PACKAGES DESIGNED FOR GRADES 7 AND 8 WHICH STRESS THE FOLLOWING AREAS: (1) BECOMING EMPLOYABLE, (2) MANAGEMENT, AND (3) OCCUPATIONS RELATED TO ART, FOODS AND NUTRITION, AND CLOTHING AND TEXTILES. EACH LEARNING PACKAGE CONSISTS OF: (1) A TEACHER SECTION CONTAINING GENERAL INFORMATION, SUGGESTED STUDENT EVALUATION, REFERENCE MATERIALS, AND ANSWER KEYS, AND (2) A STUDENT SECTION CONTAINING A PURPOSE, BEHAVIORAL OBJECTIVES, LEARNING ACTIVITIES, AND PRE AND POSTTESTS. (SBI)

VT 016 010  
ALL AROUND YOU. AN ENVIRONMENTAL STUDY GUIDE.  
DEPARTMENT OF THE INTERIOR, WASHINGTON, D.C.  
BUREAU OF LAND MANAGEMENT.  
MF AVAILABLE IN VT-ERIC SET.  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402  
(\$5.72/ENR, \$1.50)  
PUB DATE - JUL 71 145P.

DESCRIPTORS - \*INTERMEDIATE GRADES; \*ENVIRONMENTAL EDUCATION; \*ECOLOGY; VOCABULARY; BIBLIOGRAPHIES; \*WORKSHEETS; QUESTIONING TECHNIQUES; LEARNING ACTIVITIES; MANUALS; DIAGRAMS; MAP SKILLS; COMMUNITY RESOURCES; CITY PROBLEMS; \*STUDY GUIDES; NATURAL RESOURCES  
IDENTIFIERS - EDUCATIONAL AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS ENVIRONMENTAL STUDY GUIDE, DEVELOPED IN 1970 FOR THE BUREAU OF LAND MANAGEMENT BY SIX YOUNG PEOPLE TRAINED IN SCIENCE AND EDUCATION, CONTAINS WORKSHEETS ON ECOLOGY AIMED PRIMARILY AT THE INTERMEDIATE GRADES, BUT ADAPTABLE TO ALL GRADE LEVELS. THE THREE SECTIONS DEVELOP AN UNDERSTANDING OF OUR SURROUNDINGS, AND DEAL WITH: (1) AWARENESS, OF USING THE FIVE SENSES, (2) THE URBAN ECOSYSTEM, AND (3) NATURE'S ECOSYSTEM. DIAGRAMS FOR MAPPING ACTIVITIES ARE INCLUDED, AND PICTURES ILLUSTRATE THE TEXT. WRITING AND SKETCHING CAN BE USED TO ANSWER THE STUDENT-DIRECTED QUESTIONS. ECOLOGICAL INTRODUCTIONS TO EACH UNIT WILL HELP THE TEACHER ANSWER THE STUDENTS' QUESTIONS. OUTDOOR ACTIVITIES, ESPECIALLY INVOLVING USE OF PUBLIC LANDS, ARE URGED. THE APPENDICES INCLUDE TERM DEFINITIONS, BIBLIOGRAPHIES FOR YOUNG AND ADVANCED READERS, AND A LIST OF RESOURCE ORGANIZATIONS. (AG)

VT 016 016  
WHAT ABOUT VOCATIONAL EDUCATION? A GUIDELINE FOR ACTION IN THE 70'S. PART 1.

WASHINGTON STATE COORDINATING COUNCIL FOR

OCCUPATIONAL EDUCATION, OLYMPIA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 32P.

DESCRIPTORS - \*ADMINISTRATOR GUIDES;  
\*VOCATIONAL EDUCATION; CAREER EDUCATION;  
CAREER PLANNING; CAREER OPPORTUNITIES;  
GRAPHS; STATISTICAL DATA; \*GUIDELINES;  
VOCATIONAL DEVELOPMENT; TECHNOLOGICAL  
ADVANCEMENT; \*PROGRAM DEVELOPMENT; \*PROGRAM  
PLANNING; STATE PROGRAMS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOKLET IS THE FIRST IN A  
SERIES OF THREE PUBLICATIONS TO ASSIST LOCAL  
ADMINISTRATORS IN PLANNING FOR VOCATIONAL  
EDUCATION. GENERAL INFORMATION ABOUT THE  
IMPORTANCE OF CAREER EDUCATION IN WASHINGTON  
STATE AND IN THE NATION IS PROVIDED TO  
ILLUSTRATE THE RATIONALE AND DEFINITION FOR  
VOCATIONAL EDUCATION. CIRCLE GRAPHS SHOW  
FIELDS OF EMPLOYMENT FOR WASHINGTON STATE AND  
FOR THE NATION. SPECIFIC INFORMATION ON NEW  
TECHNOLOGIES AND STATISTICS ON WORKING WOMEN  
ARE INCLUDED. CAREER OPPORTUNITIES IN THE  
FUTURE FOR SPECIFIC FIELDS IN VOCATIONAL  
EDUCATION ARE DESCRIBED, GIVING PARAGRAPHS ON  
RELATED CLUBS. WRITTEN BY A 7-MEMBER PROGRAM  
DEVELOPMENT COMMITTEE OF VOCATIONAL EDUCATORS  
FOR THE WASHINGTON STATE COORDINATING COUNCIL  
FOR OCCUPATIONAL EDUCATION, THIS  
ADMINISTRATOR GUIDE DISCUSSES EXEMPLARY  
PROGRAMS IN VOCATIONAL EDUCATION AND THE  
BELIEFS AND FUNCTIONS OF THE WASHINGTON STATE  
COORDINATING COUNCIL FOR OCCUPATIONAL  
EDUCATION. THESE GUIDELINES FOR FUTURE CAREER  
EDUCATION ACTION IS INTENDED FOR USE WITH  
PARTS 2 AND 3, VT 016 017 AND VT 016 018,  
AVAILABLE IN THIS ISSUE. (AG)

VT 016 017  
WHO AM I, WHERE AM I GOING, HOW DO I GET  
THERE? A GUIDELINE FOR CAREER AWARENESS. PART  
2, WHAT ABOUT VOCATIONAL EDUCATION?

WASHINGTON STATE COORDINATING COUNCIL FOR  
OCCUPATIONAL EDUCATION, OLYMPIA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 32P.

DESCRIPTORS - \*GUIDELINES; \*PROGRAM  
DESCRIPTIONS; \*CAREER EDUCATION; TEACHING  
TEACHING TECHNIQUES; \*INSTRUCTIONAL  
INNOVATION; INTEGRATED ACTIVITIES;  
EDUCATIONAL PROGRAMS; \*WORK EXPERIENCE  
PROGRAMS; VOCATIONAL INTERESTS; JOB SKILLS;  
CAREER PLANNING; CAREER OPPORTUNITIES;  
INSTRUCTIONAL AIDS; AFTER SCHOOL ACTIVITIES;  
COMMUNITY RESOURCES; CONTINUATION EDUCATION  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS REPORT OF CAREER AWARENESS  
ACTIVITIES IN 20 WASHINGTON STATE COMMUNITIES  
BRIEFLY DESCRIBES SUCCESSFUL VOCATIONAL  
EDUCATION PROGRAMS AT ALL GRADE LEVELS.  
ILLUSTRATED WITH PHOTOGRAPHS OF TEACHERS AND  
STUDENTS, THIS PROJECT OF THE PROGRAM  
DEVELOPMENT DIVISION, WASHINGTON STATE  
COORDINATING COUNCIL FOR OCCUPATIONAL  
EDUCATION, PROVIDES AN INDEX TO THE  
COMMUNITIES AS WELL AS A RATIONALE FOR CAREER  
EDUCATION. A WIDE RANGE OF INNOVATIVE  
ACTIVITIES INCLUDES PARENT INVOLVEMENT AS  
TEACHERS, PROGRAMS FOR THE HANDICAPPED,  
ISOLATED, AND DROP-OUT, A CAREER FAIR, AND

"REAL-LIFE" ACTIVITIES SUCH AS MARKETING  
CLASSROOM PRODUCTS AND FORMING A CLASS  
GOVERNMENT, "MINI-COURSES" AND AFTER SCHOOL  
ACTIVITIES ARE BRIEFLY DISCUSSED. THESE  
GUIDELINES TO CAREER AWARENESS IDEAS IS  
INTENDED FOR USE WITH PARTS 1 AND 3, VT 016  
016 AND VT 016 018, AVAILABLE IN THIS ISSUE.  
(AG)

VT 016 018  
CAPES--A GUIDELINE FOR CAREER AWARENESS  
PROGRAMS FOR THE ELEMENTARY SCHOOL. PART 1,  
WHAT ABOUT VOCATIONAL EDUCATION?

WASHINGTON OFFICE OF THE STATE SUPERINTENDENT  
OF PUBLIC INSTRUCTION, OLYMPIA.; WASHINGTON  
STATE COORDINATING COUNCIL FOR OCCUPATIONAL  
EDUCATION, OLYMPIA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 64P.

DESCRIPTORS - CAREER EDUCATION; \*PROGRAM  
PLANNING; \*RESOURCE GUIDES; \*VOCATIONAL  
EDUCATION; \*ELEMENTARY GRADES; BEHAVIORAL  
OBJECTIVES; REFERENCE MATERIALS; TEACHING  
PROCEDURES; COCURRICULAR ACTIVITIES; SCHOOL  
ACTIVITIES; INTEGRATED CURRICULUM; SELF  
CONCEPT; VISUAL AIDS  
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER  
AWARENESS

ABSTRACT - THIS RESOURCE GUIDE FOR USE BY  
STAFF AND ADMINISTRATORS IN THE ELEMENTARY  
GRADES IN PLANNING VOCATIONAL EDUCATION  
PROGRAMS PROVIDES A DEFINITION, DESCRIPTION,  
AND A DIAGRAM OF CAREER EDUCATION TO  
INTRODUCE THE UNIT. A WIDE VARIETY OF  
TEACHING METHODS INVOLVING SELF-PERCEPTION  
AND THE INTEGRATION OF VOCATIONAL INFORMATION  
INTO CLASSROOM ACTIVITIES ARE DESCRIBED  
BRIEFLY FOR THE LOWER, MIDDLE, AND UPPER  
ELEMENTARY GRADES. FOR EACH GRADE, GENERAL  
AND SPECIFIC BEHAVIORAL OBJECTIVES,  
PERFORMANCE GOALS, CONCEPTS, SUGGESTED  
ACTIVITIES, AND SUBJECT AREAS ARE GIVEN.  
REFERENCE MATERIALS AND TEACHING SUGGESTIONS  
ARE INCLUDED. THIS GUIDE CONCLUDES WITH A  
BASIC LIST OF RESOURCE MATERIALS GIVING  
SUGGESTED GRADE LEVELS, GOALS, AND CURRICULUM  
AREAS. DEVELOPED BY PROJECT COMMITTEES OF  
STATE EDUCATORS, THIS RESOURCE UNIT IS  
INTENDED FOR USE WITH PARTS 1 AND 2, VT 016  
016 AND VT 016 017, AVAILABLE IN THIS ISSUE.  
(AG)

VT 016 019 ED 064 515  
OHIO'S CAREER CONTINUUM PROGRAM. CAREER  
ORIENTATION PROGRAM, GRADES 7-8 FOR THE  
INDIVIDUAL, THE OCCUPATIONS, AND THE  
DISCIPLINES.

OHIO STATE BOARD OF EDUCATION, COLUMBUS.; OHIO  
STATE UNIV., COLUMBUS. COLL. OF EDUCATION.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND  
INDUSTRIAL EDUCATION, THE OHIO STATE  
UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO  
43210  
PUB DATE - 72 78P.

DESCRIPTORS - \*PROGRAM GUIDES; GRADE 7; GRADE  
8; CAREER EDUCATION; \*VOCATIONAL EDUCATION;  
DESCRIPTIONS; \*PROGRAM PLANNING; OCCUPATIONAL  
CLUSTERS; \*INTERDISCIPLINARY APPROACH;

SIMULATION; ACTIVITY LEARNING; VOCATIONAL INTERESTS; EDUCATIONAL RESPONSIBILITY; CAREER OPPORTUNITIES; COMMUNITY RESPONSIBILITY; CONCEPTUAL SCHEMES; BEHAVIORAL OBJECTIVES IDENTIFIERS - CAREER AWARENESS; CAREER ORIENTATION

ABSTRACT - THIS INTERDISCIPLINARY CAREER ORIENTATION GUIDE FOR GRADES 7 AND 8 PROVIDES GENERAL INSTRUCTIONS FOR STRUCTURING A VOCATIONAL EDUCATION PROGRAM, ITS IMPLEMENTATION AND EVALUATION, AND A RATIONALE. THE STUDENT-CENTERED CAREER DEVELOPMENT ACTIVITIES WILL FOCUS ON: (1) AN INTRODUCTION TO THE WORLD OF WORK, (2) INFORMATION ON OCCUPATIONAL CLUSTERS, AND (3) SPECIFIC JOBS AS EXAMPLES TAKEN FROM NINE CURRICULUM AREAS. TOTAL INVOLVEMENT OF THE STAFF AND COMMUNITY IS EXPECTED AFTER INITIAL PROGRAM PLANNING BY A STEERING COMMITTEE. DIAGRAMS ILLUSTRATE THE PROGRAM FOCUSES AND THREE PLANS FOR SCHEDULING CAREER INSTRUCTION. GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES AND LEARNING ACTIVITIES ARE GIVEN FOR THE SIX CONCEPTUAL FOCUSES, THE TEN OCCUPATIONAL CLUSTERS, AND THE NINE SPECIFIC VOCATIONS. CAREER EXAMPLES FOR EACH OCCUPATIONAL CLUSTER ARE GIVEN, AND A BRIEF RATIONALE FOR EACH SPECIFIC VOCATION IS INCLUDED. VICARIOUS, SIMULATED, AND HANDS-ON EXPERIENCES ARE EXPECTED TO BE PROVIDED IN A CAREER EDUCATION PROGRAM. DEVELOPED BY 34 CITY EDUCATORS, THIS PROGRAM GUIDE IS INTENDED FOR USE WITH THE "WORLD OF WORK PROGRAM" FOR THE ELEMENTARY GRADES, AVAILABLE IN THIS ISSUE AS VT 015 401 (ED 062 565). (AG)

VT 016 020  
VIP COMMUNICATIONS CURRICULUM FOR AGRICULTURE.

TENNESSEE STATE BOARD FOR VOCATIONAL-TECHNICAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL EDUCATION, 205 CORNELL HULL BUILDING, NASHVILLE, TENNESSEE 37219  
PUB DATE - ND 248P.

DESCRIPTORS - \*AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; \*STUDY GUIDES; \*COMMUNICATION SKILLS; \*INSTRUCTIONAL MATERIALS; WORKSHEETS; GRAMMAR; \*ENGLISH INSTRUCTION  
IDENTIFIERS - VOCATIONAL IMPROVEMENT PROGRAMS; VIP

ABSTRACT - DEVELOPED BY SECONDARY SCHOOL INSTRUCTORS AND SUPERVISED BY A STATE DEPARTMENT OF EDUCATION, THIS STUDY GUIDE, FOR TEACHERS AND STUDENTS IN VOCATIONAL IMPROVEMENT PROGRAMS, CONTAINS TEN COMMUNICATIONS SKILL UNITS BASED ON AGRICULTURAL OCCUPATIONS, AND VOCATIONALLY RELATED MATERIALS REQUIRED TO DEVELOP BASIC COMMUNICATIONAL SKILLS. THESE TEN COMMUNICATIONS SKILL UNITS ARE: (1) DO YOU GET THE POINT, (2) PARTS OF SPEECH, (3) SUBJECT AND VERB AGREEMENT, (4) WRITING COMPLETE SENTENCES, THOUGHTS, OR IDEAS, (5) CAPITAL LETTERS, (6) END MARKS AND COMMAS, (7) OTHER PUNCTUATION MARKS, (8) LETTER WRITING, (9) VERB USAGE, AND (10) THE PARTS OF A SENTENCE. EACH UNIT CONTAINS A PRE-AND POSTTEST, AND AT LEAST FIFTEEN INDIVIDUAL

ASSIGNMENT SHEETS.

VT 016 027  
FEDERAL CAREER DIRECTORY. A GUIDE FOR COLLEGE STUDENTS.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-00000-X-PAES

PUB DATE - ND SIP.PAES COLLECTION

DESCRIPTORS - \*DIRECTORIES; \*COLLEGE GRADUATES; CAREER CHOICE; CAREER EDUCATION; \*GOVERNMENT (ADMINISTRATIVE BODY); \*OCCUPATIONAL GUIDANCE; INDEXES (LOCATORS); \*RESOURCE MATERIALS; EMPLOYMENT OPPORTUNITIES; \*OCCUPATIONAL INFORMATION; SECONDARY GRADES; POST SECONDARY EDUCATION IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DIRECTORY PRESENTS SPECIFIC INFORMATION ABOUT FEDERAL CAREERS FOR COLLEGE GRADUATES AND BASIC ENTRANCE REQUIREMENTS AS AN AID TO COLLEGE STUDENTS AND COUNSELORS IN CHOOSING A CAREER. A 5-PAGE GENERAL COMMENTARY ON FEDERAL EMPLOYMENT PRECEDES AN ALPHABETICAL LIST OF FEDERAL AGENCIES WHICH DESCRIEVE CAREER OPPORTUNITIES. JOB BRIEFS, ARRANGED ALPHABETICALLY, ARE INCLUDED FOR THE MAJOR FEDERAL CAREER OCCUPATIONS. TWO SEPARATE INDEXES REFER THE READER TO THE PAGE OF A PARTICULAR VOCATIONAL DESCRIPTION AND LIST POSITIONS AVAILABLE ACCORDING TO COLLEGE MAJOR. ADDRESSES OF FEDERAL JOB INFORMATION CENTERS ARE GIVEN. PHOTOGRAPHS ILLUSTRATE THE TEXT. (AG)

VT 016 029  
GUIDE TO FEDERAL CAREER LITERATURE.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000624-X-PAES

PUB DATE - ND 37P.PAES COLLECTION

DESCRIPTORS - \*CAREER OPPORTUNITIES; CAREER EDUCATION; \*GOVERNMENT PUBLICATIONS; REFERENCE MATERIALS; PAMPHLETS; INDEXES (LOCATORS); GOVERNMENT (ADMINISTRATIVE BODY); \*RESOURCE GUIDES; \*COLLEGE GRADUATES; CHARTS; \*DIRECTORIES; ANNOTATED BIBLIOGRAPHIES; SECONDARY GRADES; POST SECONDARY EDUCATION IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE GUIDE TO FEDERAL RECRUITING LITERATURE ON CAREER OPPORTUNITIES FOR COLLEGE GRADUATES BRIEFLY DESCRIBES 246 PAMPHLETS AND BROCHURES FROM 46 DEPARTMENTS AND AGENCIES. USED IN NATIONWIDE RECRUITING FOR ENTRY-LEVEL POSITIONS, THE PUBLICATIONS ARE LISTED ALPHABETICALLY BY AGENCY AND INCLUDE APPLICABLE COLLEGE MAJORS, GEOGRAPHIC LOCATION OF JOBS COVERED, AND WHERE TO OBTAIN COPIES. AN ALPHABETICAL INDEX OF MAJOR FIELDS OF STUDY, KEYED TO THE PUBLICATIONS, IS PROVIDED. A CHART OUTLINES THE BASIC PROCEDURES INVOLVED IN APPLYING FOR A FEDERAL JOB. (AG)

VT 016 050  
BOOKKEEPING I AND BOOKKEEPING II (MECHANIZED ACCOUNTING). COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA.  
DEPT. OF CURRICULUM AND INSTRUCTION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000776

PUB DATE - JUL71 134P.PAES COLLECTION

DESCRIPTORS - \*CURRICULUM GUIDES; BIBLIOGRAPHIES; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; \*BOOKKEEPING; \*EDUCATIONAL EDUCATION; EVALUATION TECHNIQUES; LEARNING ACTIVITIES; TEACHING PROCEDURES; \*BUSINESS SUBJECTS; \*ACTIVITY UNITS; VOCATIONAL DEVELOPMENT; DEVELOPMENTAL PROGRAMS; SECONDARY GRADES

IDENTIFIERS - BEGINNING COMPETENCE; CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR TWO DEVELOPMENTAL OCCUPATIONAL PREPARATION COURSES IN BOOKKEEPING FOR THE SECONDARY GRADES PROVIDES ACTIVITY UNITS FOCUSING ON A WIDE RANGE OF BUSINESS SUBJECTS RELATED TO DATA PROCESSING, ACCOUNTING, AND FINANCE. GENERAL PROGRAM OBJECTIVES AND A RESOURCE LIST PRECEDE THE 15 UNITS OF STUDY, EACH INCLUDING SPECIFIC BEHAVIORAL OBJECTIVES, A SUGGESTED TIME ALLOCATION, AND RESOURCE MATERIALS. GENERALIZATIONS ARE CORRELATED WITH SUGGESTED LEARNING ACTIVITIES FOR EACH UNIT, AND A BIBLIOGRAPHY IS GIVEN. THE INTRODUCTORY RATIONALE STATES THAT THE BEGINNING BOOKKEEPING COURSE PROVIDES BACKGROUND REQUIREMENTS FOR SOME ENTRY LEVEL POSITIONS AND THE MORE ADVANCED COURSE PROVIDES TRAINING FOR FURTHER STUDY OF ACCOUNTING OR IMMEDIATE POST-GRADUATE EMPLOYMENT. THIS GUIDE WAS DEVELOPED BY A CURRICULUM COMMITTEE OF SUPERVISORS, ADMINISTRATORS, AND OTHER EDUCATORS IN BUSINESS EDUCATION AND CURRICULUM DEVELOPMENT. (AG)

VT 016 085

COUNTDOWN TO THE 70'S. OCCUPATIONAL INFORMATION FOR UPPER ELEMENTARY AND MIDDLE GRADES.

ATLANTA WETV CHANNEL 30, GA.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DOCUMENT NOT AVAILABLE FROM EDRS.

CVTE-A00586

PUB DATE - 70 196P.PAES COLLECTION

DESCRIPTORS - \*TEACHING GUIDES; VOCABULARY; \*RESOURCE MATERIALS; HUMANITIES; ILLUSTRATIONS; INTERMEDIATE GRADES; JUNIOR HIGH SCHOOLS; COURSE OBJECTIVES; \*TELEvised INSTRUCTION; \*OCCUPATIONAL INFORMATION; VOCATIONAL DEVELOPMENT; TEACHING PROCEDURES; \*LEARNING ACTIVITIES

IDENTIFIERS - CAREER AWARENESS; ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - THIS STUDY GUIDE FOR A TELEVISION COURSE OFFERING OCCUPATIONAL INFORMATION TO STUDENTS IN THE INTERMEDIATE AND JUNIOR HIGH SCHOOL GRADES PROVIDES TEACHING SUGGESTIONS FOR COCURRICULAR ACTIVITIES AND LISTS OF RELATED VOCABULARY. SPECIFIC PURPOSES AND CONCEPTS TO BE EMPHASIZED ARE GIVEN FOR EACH OF THE 36 VOCATIONAL EDUCATION PROGRAMS INCLUDED. TEACHING TECHNIQUES INCLUDE DISCUSSION, ROLE PLAYING, AND THE USE OF AUDIOVISUAL AIDS. FIVE BEHAVIORAL OBJECTIVES AND ILLUSTRATIONS ARE PROVIDED FOR THE INSTRUCTIONAL GUIDE, WHICH WAS DEVELOPED

• UNLESS A FEDERAL GRANT THROUGH TITLE III OF THE ELEMENTARY SECONDARY EDUCATION ACT (ESEA). DETAILED DESCRIPTIONS AND DEFINITIONS OF JOBS MENTIONED IN THE TELECOURSE ARE INCLUDED SEPARATELY, OUTLINING JOB DUTIES, NECESSARY PERSONAL QUALIFICATIONS, AND TRAINING REQUIRED, IN A 3-COLUMN CHART FORMAT. (AG)

VT 016 100

BUSINESS LAW. A COURSE OF STUDY FOR SENIOR HIGH SCHOOLS.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.

MF AVAILABLE IN VT-ERIC SET.

PUB-SC-630

PUB DATE - 67 46P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*SECONDARY GRADES; \*BUSINESS EDUCATION; \*LAW INSTRUCTION; GRADE 12; \*LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; GOVERNMENT (ADMINISTRATIVE BODY); VOCABULARY; REVIEW (REEXAMINATION)

IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR A SEMESTER-LENGTH GRADE 12 COURSE IN BUSINESS LAW INCLUDES 11 UNITS OF STUDY, EACH WITH SPECIFIC OBJECTIVES, COURSE OUTLINE, LEARNING ACTIVITIES, VOCABULARY LISTS, AND QUESTIONS FOR REVIEW AND EVALUATION. A LIST OF EIGHT GENERAL COURSE OBJECTIVES PRECEDES A SUGGESTED TIME SCHEDULE, RESOURCE LISTS, AND A DESCRIPTION OF A Moot CASE FOR ROLE PLAYING. THE UNIT TOPICS RANGE FROM PROPERTY LAWS TO EMPLOYER-EMPLOYEE RELATIONS. THIS GUIDE WAS DEVELOPED BY A CURRICULUM COMMITTEE OF HIGH SCHOOL TEACHERS AND A CURRICULUM CONSULTANT. (AG)

VT 016 110

JOBs IN SHIP AND BOAT BUILDING. WORLD OF WORK.

WISCONSIN STATE DEPT. OF INDUSTRY, LABOR AND HUMAN RELATIONS, MADISON; WISCONSIN STATE EMPLOYMENT SERVICE, MADISON. OCCUPATIONAL ANALYSIS FIELD CENTER.

MF AVAILABLE IN VT-ERIC SET.

SER-1170-2-72-WSES-3208

PUB DATE - NO 60P.

DESCRIPTORS - \*CAREER OPPORTUNITIES; \*OCCUPATIONAL INFORMATION; CONSTRUCTION (PROCESS); \*VOCATIONAL EDUCATION; \*BUILDING TRADES; SEMISKILLED OCCUPATIONS; \*SEAMEN; VOCATIONAL DEVELOPMENT

IDENTIFIERS - \*SHIPBUILDING; CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS BOOKLET DESCRIBING JOBS IN SHIP AND BOAT BUILDING CONTAINS SIX TOPICAL UNITS ILLUSTRATED WITH PHOTOGRAPHS AND LINE DRAWINGS, IN ADDITION TO A BIBLIOGRAPHY AND A JOB INDEX KEYED TO THE DICTIONARY OF OCCUPATIONAL TITLES. CAREER OPPORTUNITIES AND ENTRY REQUIREMENTS ARE DETAILED, AND A BRIEF HISTORY OF BOATS AND SHIPS IS INCLUDED. DEVELOPED BY A RESEARCH ANALYST WITH THE AID OF LEADERS IN INDUSTRY, THE BOOKLET PRESENTS OCCUPATIONAL INFORMATION GATHERED IN THE NORTHERN MIDWEST STATES AND PROVIDES BACKGROUND INFORMATION ON THE SHIP AND BOAT

## BUILDING INDUSTRIES. (AG)

VT 016 112

DICKSON, HELEN K.

CAREER EXPLORATIONS. DESIGNS FOR FIELD TRIP REPORTING.

WATERDOWN INDEPENDENT SCHOOL DISTRICT 1, S. DAK.  
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.

CVTE-C00403

PUB DATE - AUG71 43P.PAES COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; VOCATIONAL DEVELOPMENT; \*ELEMENTARY GRADES; \*FIELD TRIPS; \*TEACHING PROCEDURES; \*INSTRUCTIONAL INNOVATIONS; BEHAVIORAL OBJECTIVES; CREATIVE ACTIVITIES; TEACHING TECHNIQUES; RESOURCE MATERIALS; HUMANITIES; DEVELOPMENTAL PROGRAMS  
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; CAREER EXPLORATION

ABSTRACT - THIS BOOKLET FOR CAREER EXPLORATION ACTIVITIES RELATED TO FIELD TRIPS IN THE ELEMENTARY GRADES PRESENTS BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, AND INNOVATIVE IDEAS FOR REPORTING THE FIELD TRIPS. THESE TEACHING TECHNIQUES INCLUDE PANEL DISCUSSIONS, DEBATE, DIORAMAS, PUPPETRY, ROLE PLAYING, SIMULATION, AND CREATIVE ACTIVITIES INVOLVING THE USE OF VISUAL AND AUDIVISUAL AIDS. RESOURCE MATERIALS ARE INCLUDED. PHOTOGRAPHS, LINE DRAWINGS, AND LITERARY QUOTATIONS ILLUSTRATE THE TEXT. THIS BOOKLET WAS COMPILED BY AN ELEMENTARY CURRICULUM OCCUPATIONAL EDUCATION SPECIALIST AS PART OF A FEDERAL EXEMPLARY PROGRAM FUNDED UNDER PART D OF THE VOCATIONAL EDUCATION AMENDMENTS OF 1968. (AG)

VT 016 134

TAUB, HOWARD; WALKER, LEILA  
FUNDAMENTAL SKILLS IN THE CLINICAL LABORATORY. UNIT 1: SPECIMEN PROCESSING.  
STUDENT MANUAL.CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.  
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.  
BUREAU OF RESEARCH  
MF AVAILABLE IN VT-ERIC SET.  
THE REGENTS, UNIV OF CALIF., DIV. OF VOCATIONAL EDUCATION, ALLIED HEALTH PROFESSIONS PROJECT, 1003 WILSHIRE BLVD., SANTA MONICA, CALIF. 90401 (CHECKS PAYABLE TO: THE REGENTS UNIVERSITY OF CALIFORNIA, \$5.00)  
PUB DATE - MAR72 206P.DESCRIPTORS - \*UNITS OF STUDY (SUBJECT FIELDS); \*LABORATORY MANUALS; \*HEALTH OCCUPATIONS EDUCATION; \*LABORATORY TECHNIQUES; \*INDIVIDUALIZED CURRICULUM; BASIC SKILLS; REFERENCE MATERIALS; LABORATORY PROCEDURES  
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS STUDENT MANUAL FOR A SEMESTER-LENGTH COURSE ON BASIC LABORATORY SKILLS REQUIRED FOR ENTRY LEVEL POSITIONS IN CLINICAL HEALTH OCCUPATIONS, INCLUDES THREE SECTIONS WHICH DEAL WITH DRAWING BLOOD, COLLECTING, AND HANDLING CLINICAL SPECIMENS.

BACKGROUND INFORMATION AND LABORATORY PROCEDURES FOR SPECIMEN PROCESSING PROVIDE GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES, VOCABULARY LISTS, STUDENT DIRECTIONS, AND VISUAL AIDS FOR EACH LEARNING MODULE. PERFORMANCE TESTS AND CHECKLISTS, REFERENCE LISTS, TABLES, AND ENRICHMENT MATERIALS ON SEPARATING AND MAILING SPECIMENS COMPLETE THE WORKBOOK. DEVELOPED AS A RESEARCH REPORT OF THE ALLIED HEALTH PROFESSIONS PROJECT AIDED BY A NATIONAL TECHNICAL ADVISORY COMMITTEE, THE MANUAL IS INTENDED FOR USE WITH A TEACHING GUIDE, AVAILABLE AS VT 015 856 IN THIS ISSUE. (AG)

VT 016 159

WHETSTINE, GLADYS, AND OTHERS  
COOPERATIVE OFFICE EDUCATION: A COURSE OF STUDY.OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 63P.DESCRIPTORS - \*CURRICULUM GUIDES; GRADE 12; \*COOPERATIVE EDUCATION; \*BUSINESS EDUCATION; \*VOCATIONAL DEVELOPMENT; TRANSPARENCIES; WORKSHEETS; LEARNING ACTIVITIES; TEACHING PROCEDURES; \*INSTRUCTIONAL MATERIALS; STUDENT TESTING; ANSWER KEYS; PERSONALITY DEVELOPMENT; BEHAVIORAL OBJECTIVES; TELECOMMUNICATIONS; MONEY MANAGEMENT  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; ECONOMIC AWARENESS

ABSTRACT - THIS COMPREHENSIVE STATE CURRICULUM GUIDE FOR A GRADE 12 COOPERATIVE OFFICE EDUCATION COURSE DEALS WITH CAREER DECISIONS, PERSONAL DEVELOPMENT, BUSINESS BEHAVIOR, COMMUNICATION SERVICES, MONEY MANAGEMENT, AND LEADERSHIP. A WIDE VARIETY OF COLOR-KEYED INSTRUCTIONAL MATERIALS INCLUDES TRANSPARENCIES, STUDENT WORKSHEETS, BACKGROUND INFORMATION, TESTS, AND ANSWER KEYS. BEHAVIORAL OBJECTIVES, LEARNING ACTIVITIES, AND TEACHING PROCEDURES ARE INCLUDED FOR EACH UNIT. DEVELOPED BY TWO SENIOR HIGH TEACHER-COORDINATORS AND A CURRICULUM SPECIALIST, THIS GUIDE OFFERS IN-DEPTH PREPARATION FOR THE BUSINESS WORLD. (AG)

VT 016 176

COLLINS, WILSON GLENN  
PASTURES. UNIT (MODULE): PASTURE PRODUCTION.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.

MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY, ROOM 151,  
TAYLOR EDUCATIONAL BLDG., UNIVERSITY OF KENTUCKY, LEXINGTON, KENTUCKY 40506  
PUB DATE - DECT70 86P.1970 REVISION.

DESCRIPTORS - \*AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; \*UNITS OF STUDY (SUBJECT FIELDS); \*TEACHING GUIDES; PLANT SCIENCE; \*AGRICULTURE; PLANT GROWTH; \*SOIL SCIENCE; BIBLIOGRAPHIC CITATIONS

ABSTRACT - PREPARED FOR HIGH SCHOOL GROUPS AND ADULT CLASSES IN AGRICULTURAL EDUCATION BY A UNIVERSITY VOCATIONAL EDUCATION DEPARTMENT, THIS UNIT DEALS WITH LEARNING

COMPETENCIES TO BE DEVELOPED IN SELECTING, PREPARING, FERTILIZING, MANAGING, AND RENOVATING PASTURES, AS WELL AS PROVIDING LEARNING COMPETENCIES RELATED TO UNDERSTANDING THE IMPORTANCE OF PASTURES, KNOWING THE CHARACTERISTICS OF GOOD PASTURES AND IMPLEMENTING PLANS FOR A LONG-TIME PASTURE PROGRAM. MANY REFERENCES, PUBLICATIONS AND CHARTS ARE LISTED IN THE TEXT. (DM)

VT 016 177  
COLLINS, WILSON GLENN  
HAY CROPS. UNIT (MODULE): HAY PRODUCTION.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY, ROOM 151  
TAYLOR EDUCATIONAL BLDG., UNIVERSITY OF KENTUCKY, LEXINGTON, KENTUCKY 40506  
PUB DATE - DECEMBER 1971 61P. 1971 REVISION

DESCRIPTORS - \*AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; VOCATIONAL AGRICULTURE TEACHERS; \*UNITS OF STUDY (SUBJECT FIELDS); \*TEACHING GUIDES; \*AGRONOMY; PLANT SCIENCE; PLANT GROWTH; BIBLIOGRAPHIC CITATIONS

ABSTRACT - PREPARED BY A UNIVERSITY VOCATIONAL EDUCATION DEPARTMENT FOR HIGH SCHOOL STUDENTS AND ADULT CLASSES IN AGRICULTURAL EDUCATION, THIS UNIT CONSISTS OF LEARNING COMPETENCIES TO BE DEVELOPED IN SELECTING, PREPARING, FERTILIZING, MANAGING, HARVESTING, AND STORING HAY CROPS, AS WELL AS PLANNING A LONG RANGE PROGRAM. SUGGESTED TEACHING-LEARNING ACTIVITIES, REFERENCES, PUBLICATIONS, AND VISUAL MATERIALS RELATED TO LEARNING COMPETENCIES ARE ALSO INCLUDED IN THIS INSTRUCTIONAL UNIT. (DM)

VT 016 179  
ESPENSCHIED, R.F.  
METAL INERT GAS (MIG) WELDING.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.  
MF AVAILABLE IN VT-ERIC SET.  
VAS-3037  
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, URBANA, ILLINOIS 61801 (\$5.55)  
PUB DATE - JULY 1972 44P.

DESCRIPTORS - \*AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; \*UNITS OF STUDY (SUBJECT FIELDS); \*WELDING; \*AGRICULTURAL ENGINEERING; METALS; INSTRUCTIONAL MATERIALS

ABSTRACT - PREPARED FOR SECONDARY AND POST-SECONDARY STUDENTS BY A UNIVERSITY AGRICULTURAL DEPARTMENT, THIS INSTRUCTIONAL UNIT ON WELDING GIVES DETAILED COVERAGE TO SUCH TOPICS AS: (1) SELECTION OF EQUIPMENT, (2) ADJUSTING, SETTING UP AND MAINTAINING EQUIPMENT, AND (3) PROCEDURES USED IN WELDING DIFFERENT KINDS OF METAL. OPERATIONAL PROBLEMS WITH POSSIBLE CAUSES AND REMEDIES ARE DESCRIBED FOR A VARIETY OF SITUATIONS OF NON FUNCTIONING OF EQUIPMENT. IN ADDITION, THE DOCUMENT HAS NUMEROUS TABLES, WORKING DIAGRAMS, AND TROUBLE SHOOTING GUIDES, AS WELL AS REFERENCES RELATED TO THE TEXT. (DM)

VT 016 186  
CONSUMER EDUCATION AND MANAGEMENT RESOURCE GUIDE.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX. HOME ECONOMICS SECTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - NOVEMBER 1970 246P.

DESCRIPTORS - \*RESOURCE GUIDES; \*CONSUMER EDUCATION; BIBLIOGRAPHIES; \*MONEY MANAGEMENT; HOME ECONOMICS; \*CONSUMER ECONOMICS; MARKETING; CAREER PLANNING; DECISION MAKING SKILLS; CONCEPT FORMATION; BEHAVIORAL OBJECTIVES; \*LEARNING EXPERIENCE; TEACHING PROCEDURES; RESOURCE MATERIALS IDENTIFIERS - DECISIONS; EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS SPIRAL BOUND RESOURCE GUIDE IN CONSUMER EDUCATION AND ECONOMICS PROVIDES NINE MAJOR CONCEPTS, EACH INCLUDING A TOPICAL OUTLINE, BIBLIOGRAPHY, AND AN APPENDIX OF RESOURCE MATERIALS. DESIGNED TO BE TAUGHT AS SEPARATE UNITS, THE INSTRUCTIONAL MATERIALS CAN BE ADAPTED FOR USE WITH ADULT GROUPS AS WELL AS FOR ELEMENTARY AND SECONDARY STUDENTS. DEVELOPED BY TWO STATE CURRICULUM COMMITTEES OF TEACHERS AT THE HIGH SCHOOL LEVEL WITH CONSULTANTS, THE UNITS INCLUDE BEHAVIORAL OBJECTIVES, CONCEPTUAL STATEMENTS, AND TEACHING PROCEDURES ON THREE LEVELS-BEGINNING, INTERMEDIATE, AND ADVANCED, TO PROVIDE IN-DEPTH, INDIVIDUALIZED INSTRUCTION. THE LEARNING EXPERIENCES ARE ENRICHED BY MEANS OF READING MATERIALS, CASE STUDIES, VISUAL AIDS, STUDENT TESTS, AND WORKSHEETS. A WIDE VARIETY OF TEACHING TECHNIQUES INCLUDES USE OF RESOURCE SPEAKERS, AUDIOVISUAL AIDS, REPORTS, AND CLASS DISCUSSIONS. THE NINE TOPICS DEAL WITH DECISION MAKING SKILLS AND PERSONAL VALUES AS RELATED TO CONSUMER PROBLEMS AND OCCUPATIONS IN HOME ECONOMICS. (AG)

VT 016 190 ED 065 713  
BRAWLEY, EDWARD ALLAN  
TRAINING PROFESSIONAL MENTAL HEALTH WORKERS: REPORT OF A PILOT PROJECT.

PHILADELPHIA COMMUNITY COLL., PA.  
NATIONAL INST. OF MENTAL HEALTH (DH EW), BETHESDA, MD. DIV. OF MANPOWER AND TRAINING PROGRAMS  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE - JULY 1971 114P.

DESCRIPTORS - CAREER OPPORTUNITIES; \*MENTAL HEALTH; \*PILOT PROJECTS; \*EDUCATIONAL PROGRAMS; \*SUBPROFESSIONALS; \*ASSOCIATE DEGREES; MANPOWER NEEDS; PROGRAM DESCRIPTIONS; PROGRAM EVALUATION; COMMUNITY COLLEGES; HUMAN SERVICES; MANPOWER UTILIZATION; CULTURALLY DISADVANTAGED IDENTIFIERS - PENNSYLVANIA

ABSTRACT - TO PROVIDE A NEW SOURCE OF MANPOWER FOR PENNSYLVANIA MENTAL HEALTH FACILITIES, A PILOT ASSOCIATE DEGREE PROGRAM FOR THE TRAINING OF MIDDLE-LEVEL MENTAL HEALTH WORKERS WAS INSTITUTED AT THE COMMUNITY COLLEGE OF PHILADELPHIA. SPECIFIC OBJECTIVES WERE: (1) TO TEST THE PROGRAM'S FEASIBILITY, (2) TO IDENTIFY SKILLS AND ATTRIBUTES REQUIRED OF AN EFFECTIVE MENTAL

HEALTH WORKER, (3) TO EVALUATE AND REVISE CURRICULUM, (4) TO EVALUATE PROGRAM GRADUATES, AND (5) TO PROVIDE CAREER OPPORTUNITIES FOR LOW-INCOME URBAN RESIDENTS. A CURRICULUM WAS DESIGNED WHICH WOULD ALSO PROVIDE CAREER OPPORTUNITIES FOR PREVIOUSLY EMPLOYED AIDES AND ASSISTANTS AND PERMIT GRADUATES TO CONTINUE BEYOND THE ASSOCIATE DEGREE LEVEL. INCLUDED WERE GENERAL EDUCATION COURSES, BEHAVIORAL SCIENCE COURSES, SPECIALIZED MENTAL HEALTH COURSES, AND A PRACTICUM IN MENTAL HEALTH WORK. EVALUATION OF THE PROGRAM INDICATES THAT THE OBJECTIVES WERE ATTAINED, AND GRADUATES WERE QUITE SUCCESSFUL IN FURTHER EDUCATION AND EMPLOYMENT. (BH)

VT 016 198 ED 065 719  
PROGRAM OF INSTRUCTION FOR HIGHWAY COLLISION INVESTIGATION TRAINING PROGRAM.

CORNELL AERONAUTICAL LAB., INC., BUFFALO, N.Y.  
DEPARTMENT OF TRANSPORTATION, WASHINGTON, D.C. NATIONAL HIGHWAY SAFETY BUREAU  
DOCUMENT NOT AVAILABLE FROM EDRS.  
DOT-HS-600-603  
NATIONAL TECHNICAL INFORMATION SERVICE, SPRINGFIELD, VA 22151 (PB-205 032: MF \$0.95;  
SEE CATALOG FOR HARDCOPY PRICE)  
PUB DATE - JUL 71 119P.

DESCRIPTORS - \*TRAFFIC ACCIDENTS; \*INVESTIGATIONS; \*JOB TRAINING; MOTOR VEHICLES; INSTITUTES (TRAINING PROGRAMS); PROGRAM DESCRIPTIONS; \*INSTRUCTIONAL MATERIALS; CURRICULUM GUIDES; \*TEACHING GUIDES; REPORTS; SIMULATION; VEHICULAR TRAFFIC

ABSTRACT - THIS PROGRAM OF INSTRUCTION, REVIEWED AND ACCEPTED BY THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION, WAS PREPARED FOR MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAMS AND OTHERS. IT IS INTENDED TO PROVIDE BACKGROUND INFORMATION, A WORKING KNOWLEDGE OF ALL OF THE PERTINENT FACTORS, INVESTIGATIVE TECHNIQUES, TOOLS, DATA REQUIREMENTS, AND FIELD PRACTICE TO ENABLE THEM TO PROPERLY CONDUCT AN IN-DEPTH FIELD INVESTIGATION OF A TRAFFIC ACCIDENT. ALSO, IT WILL HELP THEM TO RECONSTRUCT THE ACCIDENT FROM DATA COLLECTED, DRAW CONCLUSIONS AND RECOMMENDATIONS FROM THE RESULTS OF THE INVESTIGATION, AND TO PROPERLY PREPARE A WRITTEN REPORT OF THE COMPLETED CASE. THE COURSE IS DESIGNED FOR 108 HOURS, OR 3 WEEKS. MAJOR AREAS OF INSTRUCTION INCLUDE LECTURES AND PRACTICE IN VEHICLE EXAMINATION AND EVALUATION, ON-SCENE INVESTIGATION OF HIGHWAY FACTORS, TIRE AND OTHER PAVEMENT MARKINGS, SPEED ESTIMATES, BRAKE TESTS, STRUCTURED AND SEMI-STRUCTURED INTERVIEWS, ACCIDENT RECONSTRUCTION, AND REPORT PREPARATION. (AUTHOR)

VT 016 202  
HAT IN THE RING. THE PRESIDENTIAL NOMINATING GAME.

KIPLINGER WASHINGTON EDITORS, INC., WASHINGTON, D.C. CHANGING TIMES EDUCATION SERVICE.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
CHANGING TIMES EDUCATION SERVICE, 1729 H

STREET, N.W., WASHINGTON, D.C. 20006 (SG.55)  
PUB DATE - 71

DESCRIPTORS - \*EDUCATIONAL GAMES; THREE DIMENSIONAL AIDS; \*ADULT EDUCATION; RESOURCE MATERIALS; PRESIDENTS; GOVERNMENT (ADMINISTRATIVE BODY); \*ELECTIONS; POLITICS; \*PUBLIC AFFAIRS EDUCATION; \*POLITICAL SOCIALIZATION  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS ADULT GAME INVOLVES COMPETITION AMONG THREE TO EIGHT CANDIDATES FOR THE PARTY NOMINATION AS PRESIDENTIAL CANDIDATE. TO WIN THE NOMINATION AT LEAST 600 OF 1,300 DELEGATE VOTES MUST BE GAINED. GAME MATERIALS INCLUDE A CLOTH MAP OF THE UNITED STATES AS THE PLAYING BOARD. STAGE I, THE CAMPAIGN, INVOLVES INTERSTATE TRAVELING, ACTIONS IN PRIMARY AND NONPRIMARY STATES, AND CAMPAIGN COSTS. STAGE II, THE CONVENTION, INVOLVES BALLOTTING AND DECISIONS ON STRATEGY. MUCH FREEDOM IS ALLOWED IN PLANNING TACTICS; HOWEVER, THE DRAWING OF CARDS INFLUENCES THE COURSE OF PLAY. ECONOMIC LOSS OR GAIN IS TALLIED WITH PAPER MONEY. (AG)

VT 016 203  
GALBRAITH, LILYAN K.  
COORDINATING A PACKET OF LEARNING AIDS WITH A TEACHING UNIT IN CONSUMER CREDIT.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 55P.

DESCRIPTORS - MARKETING; \*RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; \*HOME ECONOMICS EDUCATION; \*CONSUMER ECONOMICS; \*CREDIT (FINANCE); SECONDARY GRADES; \*INSTRUCTIONAL AIDS  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE WAS PREPARED TO SHOW HOW THE RESOURCE MATERIALS IN THE "CONSUMER CREDIT PACKET" CAN BE COORDINATED WITH "CONSUMER EDUCATION CURRICULUM GUIDE," AVAILABLE AS VT 012 374 IN AIM SUMMER, 1971, FOR A HIGH SCHOOL HOME ECONOMICS CLASS. SUGGESTIONS TO TEACHERS FOR HANDLING THE "CONSUMER CREDIT PACKET" PRECEDE THE SUBJECT MATTER OUTLINE AND THE SUPPORTING GENERALIZATIONS, TEACHING PROCEDURES, AND RESOURCE MATERIALS WHICH ARE PRESENTED IN A 3-COLUMN PAGE FORMAT. GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, VOCABULARY TERMS, SUPPORTING CONCEPTS, AND BROAD GENERALIZATIONS ARE PROVIDED. A RESOURCE LIST AND A LIST OF TEACHING MATERIALS ARE INCLUDED IN THE "CONSUMER CREDIT PACKET", DEVELOPED BY A UNIVERSITY CONSULTANT IN HOME ECONOMICS AND AN ADVISORY COMMITTEE OF HOME ECONOMICS TEACHERS, SUPERVISORS, ADMINISTRATORS, AND OTHER EDUCATORS. (AG)

VT 016 204  
INTERDISCIPLINARY APPROACH TO CAREER DEVELOPMENT THROUGH A PROGRAM OF OCCUPATIONAL EDUCATION.

RUSSELLVILLE CITY SCHOOL SYSTEM, ALA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 318P.

DESCRIPTORS - \*INTERDISCIPLINARY APPROACH; CAREER EDUCATION; \*EDUCATIONAL DEVELOPMENT; INTERMEDIATE GRADES; SECONDARY GRADES; \*INTEGRATED CURRICULUM; OCCUPATIONAL CHOICE; OCCUPATIONAL INFORMATION; HUMANITIES; \*TEACHING SUGGESTIONS; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; PROGRAM EVALUATION; TEACHING TECHNIQUES; DEVELOPMENTAL PROGRAMS IDENTIFIERS - CAREER AWARENESS; SELF AWARENESS

ABSTRACT - THIS TENTATIVE COLOR-KEYED TEACHING GUIDE FOR AN INTERDISCIPLINARY CAREER EDUCATION PROGRAM FOR THE INTERMEDIATE AND SECONDARY GRADES CONTAINS INTEGRATED INSTRUCTIONAL UNITS PROVIDING OCCUPATIONAL INFORMATION AT EACH GRADE LEVEL. DEVELOPED BY ADMINISTRATORS AND TEACHERS AT THE ELEMENTARY AND SECONDARY LEVELS, THE GUIDE INCLUDES AN INTRODUCTORY RATIONALE, A LIST OF FEDERAL EXEMPLARY PROJECTS IN CAREER EDUCATION, RESOURCE LISTS, AND MATERIALS FOR PROGRAM EVALUATION. FOR EACH INSTRUCTIONAL UNIT OUTLINE, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, SUBJECT AREAS, AND LEARNING ACTIVITIES CORRELATED TO RESOURCE MATERIALS ARE PROVIDED. TEACHING TECHNIQUES INCLUDE FIELD TRIPS, ROLE PLAYING, STUDENT RESEARCH, AND CLASS DISCUSSION. A WIDE VARIETY OF TEACHING PROCEDURES EMPHASIZES THE USE OF AUDIOVISUAL AIDS AND RESOURCE PERSONS. (AG)

VT 016 209 ED 065 721

FIGURSKI, ARTHUR J.  
INDUSTRIAL ARTS AND ENVIRONMENTAL EDUCATION. A RESOURCE GUIDE.

STATE UNIV. OF NEW YORK, OSWEGO. DEPT. OF INDUSTRIAL ARTS AND TECHNOLOGY.  
NEW YORK STATE EDUCATION DEPT., ALBANY  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE - AUG71 122P.

DESCRIPTORS - \*INDUSTRIAL ARTS; \*RESOURCE GUIDES; GLOSSARIES; \*ENVIRONMENTAL EDUCATION; CURRICULUM DEVELOPMENT; CONCEPT TEACHING; \*INTEGRATED CURRICULUM; POLLUTION; SECONDARY EDUCATION; RESOURCE MATERIALS; GOVERNMENT ROLE; SCHOOL INDUSTRY RELATIONSHIP; \*CAREER EDUCATION; NATURAL RESOURCES  
IDENTIFIERS - EPCA; ATTITUDES APPRECIATIONS; EDUCATION PROFESSIONS DEVELOPMENT ACT

ABSTRACT - PREPARED AS A RESULT OF THE AUTHOR'S CONCERN FOR THE ROLE OF INDUSTRIAL ARTS, AND IN CONJUNCTION WITH THE OSWEGO INDUSTRIAL ARTS TECHNOLOGY STAFF DEVELOPMENT PROGRAM, THIS RESOURCE GUIDE SHOULD HELP THE INDUSTRIAL ARTS TEACHER INTEGRATE ENVIRONMENTAL EDUCATION CONCEPTS INTO EXISTING CURRICULUM. IT SEEKS TO INCREASE THE TEACHER'S AWARENESS OF SOME OF THE INDUSTRIAL AND TECHNOLOGICAL ASPECTS OF ENVIRONMENTAL PROBLEMS, PRACTICES, AND POLICIES. THE ROLE OF THE INDUSTRIAL ARTS TEACHER IS SEEN AS AN EDUCATIONAL MANAGER, DIRECTING AND CULTIVATING THE PERCEPTIONS OF STUDENTS TOWARD ENVIRONMENTAL TOPICS. MAJOR SECTIONS OF THE GUIDE ARE: (1) INTRODUCTION, (2) PERSPECTIVE ON POLLUTION, (3) THE ROLE OF INDUSTRY, (4) THE ROLE OF GOVERNMENT, (5) DIRECTION; INDUSTRIAL ARTS AND ENVIRONMENTAL EDUCATION, AND (6) RESOURCES. INCLUDED AS APPENDICES ARE: (1) AN ENVIRONMENTAL GLOSSARY, (2) THE NATIONAL ASSOCIATION OF

MANUFACTURERS ENVIRONMENTAL QUALITY COMMITTEE, (3) ADDITIONAL COMPANIES WITH ENVIRONMENTAL ANSWERS, AND (4) A SELECTED READING LIST. (AUTHOR/JS)

VT 016 219

GALDFAITH, LILYAN K.  
EQUIPMENT FOR TEACHING CHILD DEVELOPMENT IN JUNIOR AND SENIOR HIGH SCHOOL.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 33P.

DESCRIPTORS - GUIDES; INSTRUCTIONAL MATERIALS; \*CHILD DEVELOPMENT; \*EQUIPMENT; \*PHYSICAL FACILITIES; \*HOME ECONOMICS EDUCATION; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; EDUCATIONAL EQUIPMENT; EQUIPMENT MANUFACTURERS

ABSTRACT - DEVELOPED BY A SPECIAL CONSULTANT FOR HOME ECONOMICS FOR AN INSTRUCTIONAL MATERIALS LABORATORY, THIS BOOKLET IS INTENDED TO AID HIGH SCHOOL PERSONNEL IN PLANNING A WELL EQUIPPED CENTER FOR TEACHING CHILD DEVELOPMENT IN CONSUMER AND HOMEMAKING EDUCATION CLASSES. THE PLAN OUTLINED IS BASED ON THE CONCEPT OF SUPPLYING TEENAGERS WITH A VARIETY OF EXPERIENCES WITH SMALL CHILDREN IN A LIMITED SPACE. CONTENTS INCLUDE: (1) SUGGESTED FLUR PLANS FOR THE TEACHING CENTER, (2) A CURRICULUM GUIDE, (3) PLANNING SUGGESTIONS, (4) LISTS OF BASIC AND RECOMMENDED EQUIPMENT AND MATERIALS, WITH APPROXIMATE COSTS, (5) TIPS FOR TEACHERS, (6) A BIBLIOGRAPHY OF BOOKS, EQUIPMENT CATALOGS, MOVIES, AND SLIDES, AND (7) A DETAILED EQUIPMENT OUTLINE INCLUDING SPECIFIC ITEMS AND DESCRIPTIONS, COMPANIES SUPPLYING THEM, AND PRICES, FOR THE SUBJECT AREAS OF BLACK AND DRAMATIC PLAY; BOOKS, MUSIC, AND PUZZLES; CREATIVE ARTS; FREE PLAY; HOUSEKEEPING; AND MISCELLANEOUS. (AW)

VT 016 220

THRELKELD, JOYCE C.  
CARING FOR INFANTS IN DAY CARE CENTERS: A GUIDE FOR TEACHERS, UNIT V, UP-GRADING PROGRAM FOR CHILD DAY CARE CENTER PERSONNEL.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 100P.

DESCRIPTORS - \*DAY CARE PROGRAMS; \*INSTRUCTIONAL MATERIALS; \*RESOURCE MATERIALS; \*CURRICULUM GUIDES; BEHAVIORAL OBJECTIVES; \*CONCEPT TEACHING; TESTS; RECORDS (FORMS); LEARNING ACTIVITIES; TEACHING METHODS; SECONDARY GRADES  
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - COMPILED BY A HOME ECONOMICS SPECIALIST, THIS GUIDE IS THE FIFTH IN A SERIES OF UNITS DESIGNED FOR UP-GRADING PROGRAMS FOR CHILD DAY CARE CENTER PERSONNEL. IT IS BASED ON COURSES PLANNED AND TAUGHT IN A KENTUCKY AREA VOCATIONAL SCHOOL AND IN TWO KENTUCKY HIGH SCHOOLS. A CONCEPTUAL OUTLINE IS PRESENTED FOR SIX MAJOR CONCEPTS COVERING 27 SUPPORTING CONCEPTS. SIX LESSON OUTLINES INCLUDE: (1) MAJOR AND SUPPORTING CONCEPTS,

(2) BEHAVIORAL OBJECTIVES, (3) SPECIFIC PERFORMANCE OUTCOMES, (4) SUPPORTING CONTENT AND GENERALIZATIONS, (5) TEACHING STRATEGIES, AND (6) SUGGESTED RESOURCES. A PRETEST, A SAMPLE DAILY CARE SHEET, STUDENT RECORD FORMS, A QUESTIONNAIRE, SCHEDULE FORMS, A SELF-EVALUATION SHEET, LISTS OF STAFF DUTIES, A SAFETY CHECK LIST, SUGGESTED ACTIVITIES, SUGGESTIONS FOR CONSTRUCTING SIMPLE TOYS, AND EVALUATION FORM, AND TRANSPARENCY MASTERS AREAPPENDED. OTHER UNITS IN THE SERIES ARE AVAILABLE AS VT 007 119 - 007 120, (AIM FALL 1969) AND VT 012 774 (AIM SUMMER 1971). (GEB)

VT 016 222  
V. I. P. COMMUNICATIONS CURRICULUM FOR AUTO MECHANICS.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL EDUCATION, 205 CORDELL HULL BUILDING, NASHVILLE, TENNESSEE 37219  
PUB DATE - ND 214P.

DESCRIPTORS - \*AUTO MECHANICS; INDUSTRIAL ARTS; \*WORKSHEETS; INSTRUCTIONAL MATERIALS; \*ENGLISH CURRICULUM; \*COMMUNICATION (THOUGHT TRANSFER); ASSIGNMENTS; \*STUDY GUIDES; SECONDARY GRADES  
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DESIGNED FOR STUDENTS IN AUTO MECHANICS CLASSES, THIS PUBLICATION CONTAINS 10 UNITS DEALING WITH ASPECTS OF WRITTEN COMMUNICATION. CONSISTING OF FROM NINE TO 35 ASSIGNMENTS, THE UNITS COVER SUCH TOPICS AS: (1) PARTS OF SPEECH, (2) NOUN AND VERB USAGE, (3) WRITING SENTENCES, (4) WRITING BUSINESS AND INFORMAL LETTERS, AND (5) PUNCTUATION.  
(SB)

VT 016 225  
HEALTH OCCUPATIONS--AN EXPLORATORY COURSE.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 70 27P.

DESCRIPTORS - \*HEALTH OCCUPATIONS EDUCATION; \*RESOURCE MATERIALS; VOCATIONAL DEVELOPMENT; CAREER EDUCATION; \*COURSE DESCRIPTIONS; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; SELF EVALUATION; \*CAREER PLANNING; LEARNING ACTIVITIES; OCCUPATIONAL CLUSTERS; \*HEALTH OCCUPATIONS; PAMPHLETS; EMPLOYMENT OPPORTUNITIES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS PAMPHLET OUTLINES THE SUBJECT CONTENT, LEARNING ACTIVITIES, AND TEACHING PROCEDURES FOR A SEMESTER-LENGTH CAREER EXPLORATION COURSE FOR GRADES 7 TO 10, PROVIDING AN OVERVIEW OF HEALTH OCCUPATIONS. THREE COURSE OBJECTIVES, EMPHASIZING SELF-EVALUATION, AND A RATIONALE ARE INCLUDED IN THE RESOURCE MATERIALS. LISTS OF AUDIOVISUAL AIDS AND REFERENCE BOOKS ARE PROVIDED IN THE APPENDICES, AS WELL AS A LIST OF HEALTH OCCUPATIONS. (AG)

VT 016 227  
HEALTH OCCUPATIONS EXPLORATORY MODULE. AN INTRODUCTION TO GAINFUL EMPLOYMENT IN HEALTH

OCCUPATIONS FOR JUNIOR HIGH AND HIGH SCHOOL STUDENTS.

OREGON STATE BOARD OF EDUCATION, SALEM.  
INSTRUCTIONAL SERVICES.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 30P.

DESCRIPTORS - \*SECONDARY GRADES; PAMPHLETS; \*RESOURCE MATERIALS; HEALTH OCCUPATIONS; \*HEALTH OCCUPATIONS EDUCATION; EMPLOYMENT OPPORTUNITIES; VOCATIONAL DEVELOPMENT; \*CAREER PLANNING; \*CAREER EDUCATION; OCCUPATIONAL CLUSTERS; GOAL ORIENTATION; LEARNING ACTIVITIES  
IDENTIFIERS - CAREER AWARENESS; OCCUPATIONAL INFORMATION; HUMAN SERVICES; SELF EVALUATION

ABSTRACT - THIS PAMPHLET, DESCRIBING A CAREER EXPLORATION MODULE AT THE SECONDARY LEVEL FOR OCCUPATIONAL CLUSTERS IN HEALTH SERVICES, IS DIVIDED INTO THREE PARTS: (1) AN OVERVIEW OF HEALTH OCCUPATIONS, (2) HEALTH OCCUPATIONS OPPORTUNITIES, AND (3) REQUIREMENTS FOR HEALTH OCCUPATIONS. SUGGESTED LEARNING ACTIVITIES DIRECTED TOWARDS BEHAVIORAL GOALS, WHICH STRESS SELF EVALUATION, ARE GIVEN. THE APPENDICES INCLUDE RESOURCE MATERIALS, A LIST OF EMPLOYMENT OPPORTUNITIES IN HEALTH OCCUPATIONS, AND A LIST OF SAMPLE JOB TITLES.  
(AG)

VT 016 228  
AN INSTRUCTOR'S GUIDE FOR A PROGRAM IN FUEL SYSTEM SERVICES. TRADE AND TECHNICAL EDUCATION. AUTOMOTIVE INDUSTRIES OCCUPATIONS.

NEW YORK STATE EDUCATION DEPT., ALBANY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 112P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*TEACHING GUIDES; BEHAVIORAL OBJECTIVES; TEACHING METHODS; \*AUTO MECHANICS (OCCUPATION); COURSE CONTENT; \*RESOURCE MATERIALS; SECONDARY EDUCATION; ADULT EDUCATION; \*FUELS; ENGINES; AUTO MECHANICS  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED BY A COMMUNITY COLLEGE AUTO MECHANICS INSTRUCTOR FOR USE IN SECONDARY SCHOOLS AND ADULT PROGRAMS, THIS TEACHING GUIDE SHOULD HELP IN PREPARING STUDENTS FOR EMPLOYMENT IN THE AREA OF AUTOMOTIVE SERVICES. EACH OF THE EIGHT UNITS PRESENTS BEHAVIORAL OBJECTIVES, COURSE CONTENT, REVIEW TOPICS, A BIBLIOGRAPHY OF TEXTBOOKS, FILMS, AND CHARTS, AND TEACHING APPROACHES FOR THE FOLLOWING UNITS: (1) INTRODUCTION--OVERVIEW OF COURSE, (2) MINOR COMPONENTS, (3) CARBURETOR FUNDAMENTALS, (4) AUTOMOTIVE CARBURETORS, (5) CARBURETOR DIAGNOSIS AND OVERHAUL, (6) AUTOMOTIVE FUELS, (7) AUTOMOTIVE EMISSION CONTROL SYSTEMS, AND (8) FUEL INJECTION, SUPERCHARGERS, AND LIQUEFIED PETROLEUM GAS SYSTEMS. ALSO INCLUDED ARE A GLOSSARY, A DIRECTORY OF COMPANIES, A 4-PART FINAL EXAMINATION, AND INFORMATION ON USING AUDIOVISUAL MATERIALS.  
(JS)

VT 016 229 ED 065 722  
BROWN, DUANE, AND OTHERS  
A CAREER DEVELOPMENT GUIDE FOR WEST VIRGINIA TEACHERS.

WEST VIRGINIA UNIV., MORGANTOWN. DEPT. OF COUNSELING AND GUIDANCE.  
WEST VIRGINIA STATE DEPT. OF EDUCATION, CHARLESTON. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE - ND 175P.

DESCRIPTORS - \*CAREER EDUCATION; CAREER CHOICE; \*OCCUPATIONAL GUIDANCE; PLACEMENT; \*CURRICULUM GUIDES; \*INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES; RESOURCE MATERIALS; ACTIVITY LEARNING; EDUCATIONAL OBJECTIVES; EDUCATIONAL PHILOSOPHY; \*VOCATIONAL DEVELOPMENT  
IDENTIFIERS - WEST VIRGINIA; CAREER AWARENESS; SELF AWARENESS

ABSTRACT - THIS GUIDE WAS DESIGNED FOR TEACHERS TO USE IN INCORPORATING CAREER DEVELOPMENT INTO THEIR CURRICULUM. THE FIRST MAJOR SECTION DISCUSSES SOME ANTIQUATED IDEAS THAT HAVE BEEN HELD ABOUT THE DEVELOPMENT PROCESS, PROVIDES A RATIONALE FOR THE PROGRAM PRESENTED, AND LISTS SEVERAL REFERENCES. THE SECOND SECTION CONTAINS A DISCUSSION OF THE WORLD OF WORK, INCLUDING THE TRANSITION FROM SCHOOL TO WORK, CONCEPTUALIZED WORK, AND EXPECTED TRENDS. THE THIRD MAJOR SECTION OUTLINES A CURRICULUM GUIDE FOR CAREER DEVELOPMENT PROGRAMS. GENERAL OBJECTIVES AND IMPLEMENTATION TECHNIQUES ARE PRESENTED AS ARE SUGGESTED ACTIVITIES AND RESOURCES FOR GRADES K-12. AN EXTENSIVE LIST OF MATERIALS AND SOURCES OF INFORMATION ABOUT CAREER DEVELOPMENT AND SUGGESTIONS FOR ESTABLISHING A PLACEMENT SERVICE ARE APPENDED. (GEB)

VT 016 230  
THE OFFICE AND YOU...CAREERS.

ADMINISTRATIVE MANAGEMENT SOCIETY, WILLOW GROVE, PA.; BUSINESS EQUIPMENT MANUFACTURERS ASSOCIATION, NEW YORK, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
ADMINISTRATIVE MANAGEMENT SOCIETY, WILLOW GROVE, PA 19090 (\$1.00)  
PUB DATE - ND 26P.

DESCRIPTORS - \*OFFICE OCCUPATIONS; \*CAREER EDUCATION; \*PAMPHLETS; \*CAREER OPPORTUNITIES; \*VOCATIONAL DEVELOPMENT; FRINGE BENEFITS; RESOURCE MATERIALS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS PAMPHLET DESCRIBES CAREER OPPORTUNITIES IN OFFICE WORK, EMPHASIZING INNOVATIVE EQUIPMENT AND CURRENT OFFICE PRACTICES. JOB BENEFITS ARE INCLUDED, AS WELL AS LISTS OF ASSOCIATIONS AND BUSINESS MAGAZINES. PHOTOGRAPHS ILLUSTRATE THE TEXT. (AGI)

VT 016 234  
AUTO BODY REPAIR AND PAINTING PROGRAM. PLAN AND OUTLINE FOR SECONDARY LEVEL.

IDAHO STATE BOARD OF VOCATIONAL EDUCATION, BOISE. DIV. OF TRADE AND INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
VO-ED-118  
PUB DATE - ND 18P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL

EDUCATION; VOCATIONAL DEVELOPMENT; \*STATE CURRICULUM GUIDES; COURSE OBJECTIVES; SECONDARY GRADES; \*PROGRAM DESCRIPTIONS; PRODUCER SERVICES; PROGRAM GUIDES; \*AUTO BODY REPAIRMAN; WELDING; PAINTING; EQUIPMENT; \*FINISHING; RESOURCE MATERIALS  
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS; IDAHO

ABSTRACT - THIS INSTRUCTIONAL OUTLINE FOR A 3-YEAR AUTO BODY REPAIR AND PAINTING PROGRAM AT THE SECONDARY LEVEL CONTAINS PROGRAM OBJECTIVES, COURSE CONTENTS FOR EACH YEAR, A RESOURCE LIST, AND LISTS OF EQUIPMENT AND SUPPLIES. PROGRAM AND MATERIALS COSTS ARE INCLUDED. THIS GUIDE, PATTERNED AFTER A TRAINING PROGRAM DEVELOPED BY THE OKLAHOMA STATE UNIVERSITY, WAS DEVELOPED BY A VOCATIONAL INSTRUCTOR OF AUTO BODY REPAIR AT A POST-SECONDARY TECHNICAL SCHOOL AIDED BY TWO STATE SUPERVISORS OF VOCATIONAL AND INDUSTRIAL EDUCATION. THE COURSE OUTLINE IS BASED ON A 5-DAY SCHEDULE OF ONE HOUR A DAY FOR GRADE 10, TWO HOURS A DAY FOR GRADE 11, AND THREE HOURS A DAY FOR GRADE 12, WITH TWO HOURS USED FOR SHOP IN THE LAST YEAR. (AGI)

VT 016 235 ED 065 724  
AGRICULTURAL SERVICE JOBS. WORLD OF WORK.

WISCONSIN STATE EMPLOYMENT SERVICE, MILWAUKEE. OCCUPATIONAL ANALYSIS FIELD CENTER.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
SER-1150-2-71-WSES-3174  
PUB DATE - ND 58P.

DESCRIPTORS - \*AGRICULTURE; \*AGRICULTURAL OCCUPATIONS; AGRICULTURAL EDUCATION; \*CAREER CHOICE; \*AGRICULTURAL TECHNICIANS; PRODUCER SERVICES; AGRICULTURAL PRODUCTION; \*OCCUPATIONAL INFORMATION; SERVICE OCCUPATIONS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - TO AID IN SELECTION AND PLACEMENT OF PEOPLE FOR VOCATIONS IN AGRIBUSINESS, THIS BUDCHURE PRESENTS OCCUPATIONAL INFORMATION ABOUT A WIDE VARIETY OF SERVICE-ORIENTED JOBS, INCLUDING ARTIFICIAL BREEDING, CONSERVATION, MARKETING, AND VETERINARY MEDICINE. COLLECTED AND REPORTED BY A RESEARCH ANALYST, THE MATERIALS FOCUS ON SERVICES RELATED TO MIDWESTERN AGRICULTURAL PRODUCTION. A JOB INDEX RELATES TITLES USED IN THIS PAMPHLET TO THOSE USED IN THE DICTIONARY OF OCCUPATIONAL TITLES. PHOTOGRAPHS ILLUSTRATE THE TEXT. (AGI)

VT 016 236  
CONSUMER ELECTRONICS PROGRAM. PLAN AND OUTLINE FOR SECONDARY LEVEL.

IDAHO STATE BOARD OF VOCATIONAL EDUCATION, BOISE. DIV. OF TRADE AND INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
VO-ED-119  
PUB DATE - ND 17P.

DESCRIPTORS - \*ELECTRONICS; SECONDARY GRADES; \*PROGRAM DESCRIPTIONS; BEHAVIORAL OBJECTIVES; PRODUCER SERVICES; RESOURCE MATERIALS; \*TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL DEVELOPMENT; TECHNICAL OCCUPATIONS; \*STATE

CURRICULUM GUIDES; \*COURSE CONTENT; ELECTRONIC TECHNICIANS IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS; IDAHO

ABSTRACT - THIS INSTRUCTIONAL GUIDE FOR A 3-YEAR VOCATIONAL PREPARATION PROGRAM AT THE HIGH SCHOOL LEVEL IN CONSUMER-ORIENTED ELECTRONICS PROVIDES PROGRAM OBJECTIVES, A COURSE OUTLINE, AND TEACHING PROCEDURES FOR EACH YEAR. EQUIPMENT AND MATERIALS LISTS ARE INCLUDED, AS WELL AS PROGRAM COSTS AND A SAMPLE PLAN FOR CLASSROOM FACILITIES. DEVELOPED BY A HIGH SCHOOL ELECTRONICS TEACHER WITH THE AID OF A LOCAL ADVISORY COMMITTEE, AND THE STATE BOARD OF VOCATIONAL EDUCATION THE TEACHING PLANS USE THE U.S. OFFICE OF EDUCATION OE-87040 ELECTRONICS MECHANIC GUIDE AS THE PRIMARY RESOURCE. INTENDED TO PROVIDE STUDENTS WITH ENTRY LEVEL EMPLOYMENT SKILLS FOR FURTHER POST-SECONDARY EDUCATION OR ON-THE-JOB TRAINING, THE INSTRUCTIONAL OUTLINE EMPHASIZES IN-DEPTH SHOP PRACTICE AND CLASSROOM INSTRUCTION BASED ON A 5-DAY SCHEDULE OF ONE HOUR PER DAY FOR GRADE 10, TWO HOURS PER DAY FOR GRADE 11, AND THREE HOURS PER DAY FOR GRADE 12 WITH TWO HOURS OF SHOP DAILY IN THE LAST YEAR.

VT 016 241  
ILLUSTRATED OCCUPATIONS RELATED TO NINE ACADEMIC AREAS.

ALABAMA RESEARCH COORDINATING UNIT FOR VOCATIONAL AND TECHNICAL EDUCATION, MONTGOMERY. MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 145P.

DESCRIPTORS - \*HUMANITIES; \*SECONDARY GRADES; \*OCCUPATIONAL INFORMATION; \*TRANSPARENCIES; \*CAREER EDUCATION  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - OCCUPATIONAL INFORMATION RELATED TO NINE ACADEMIC AREAS IN THE HUMANITIES IS GIVEN SEPARATELY FOR EACH SUBJECT. HISTORY, ENGLISH, HEALTH, MUSIC AND ART, GEOGRAPHY, FOREIGN LANGUAGE, MATH, SCIENCE, AND ECONOMICS ARE TREATED AS AREAS OF STUDENT INTEREST, EACH OF WHICH CAN LEAD TO A VARIETY OF CAREERS. A WIDE VARIETY OF JOB DESCRIPTIONS IS INCLUDED FOR EACH VOCATIONAL GROUPING. ILLUSTRATIONS USEFUL FOR CLASSROOM TRANSPARENCIES, INTRODUCE THE CAREER INFORMATION FOR SOME OF THE JOBS IN EACH AREA. (AG)

VT 016 242  
HAYES, ANNE C.  
HOME AND COMMUNITY SERVICES. COURSE OUTLINE.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB. MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 30P.

DESCRIPTORS - \*OCCUPATIONAL HOME ECONOMICS; \*VOCATIONAL EDUCATION; BIBLIOGRAPHIES; RESOURCE MATERIALS; HUMAN SERVICES; VISITING HOMEMAKERS; \*DISADVANTAGED YOUTH; \*HANDICAPPED STUDENTS; SECONDARY GRADES; VOCATIONAL DEVELOPMENT  
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; HOME HEALTH AIDES; \*SERVICE

## OCCUPATIONS

ABSTRACT - THIS COURSE OUTLINE FOR A YEAR-LONG OCCUPATIONAL HOME ECONOMICS TRAINING PROGRAM IN HOME AND COMMUNITY SERVICES WAS DESIGNED FOR TEACHING OF REGULAR, DISADVANTAGED, AND HANDICAPPED STUDENTS IN A HIGH SCHOOL OR VOCATIONAL SCHOOL. INTENDED TO PREPARE STUDENTS FOR EMPLOYMENT IN AREAS OF HOUSEKEEPING, MEAL PREPARATION AND SERVICE, CARE OF CHILDREN, AND HOME CARE OF THE SICK AND ELDERLY, THE COURSE IS PRESENTED IN THREE PARTS: (1) ORIENTATION TO GAINFUL EMPLOYMENT, (2) HOME EMPLOYMENT, AND (3) COMMUNITY EMPLOYMENT. "REAL-LIFE" LABORATORY EXPERIENCES ARE TO BE PROVIDED IN THE CLASSROOM AND THE HOME. DEVELOPED BY THREE STATE DIRECTORS IN HOME ECONOMICS EDUCATION, THE GUIDE INCLUDES RESOURCE LISTS AND A BIBLIOGRAPHY. (AG)

VT 016 243  
HAYES, ANNE C.  
POST SECONDARY FOOD SERVICE GUIDE: SANDWICH GIRL, SALAD GIRL, AND LUNCH COUNTER WORKER.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 104P.

DESCRIPTORS - \*POST SECONDARY EDUCATION; HUMAN SERVICES; \*OCCUPATIONAL HOME ECONOMICS; \*FOOD SERVICE OCCUPATIONS; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; TEACHING PROCEDURES; BIBLIOGRAPHIES; \*TEACHING GUIDES; \*VOCATIONAL DEVELOPMENT; JOB SKILLS; VOCATIONAL EDUCATION  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS TEACHING GUIDE FOR A 150-HOUR POST-SECONDARY OCCUPATIONAL HOME ECONOMICS TRAINING PROGRAM FOR FOOD SERVICE WORKERS, KEYED TO A BASIC FOOD SERVICE GUIDE, PRESENTS BEHAVIORAL OBJECTIVES, A COURSE OUTLINE, AND SIX INSTRUCTIONAL UNITS FOCUSING ON SKILL DEVELOPMENT IN SALAD MAKING, SANDWICH MAKING, AND LUNCH COUNTER WORK. FOR EACH UNIT, GENERAL AND SPECIFIC GENERALIZATIONS, TEACHING PROCEDURES, AND RESOURCE MATERIALS ARE LISTED IN A 3-COLUMN CHART FORMAT. TEACHING TECHNIQUES INCLUDE FIELD TRIPS AND THE USE OF AUDIOVISUAL AIDS. AN EXTENSIVE RESOURCE LIST AND A BIBLIOGRAPHY ARE INCLUDED IN THE GUIDE, DEVELOPED BY A HOME ECONOMICS SPECIALIST AT A UNIVERSITY WITH THE HELP OF TWO STATE DIRECTORS AND A FOOD SUPERVISOR IN INDUSTRY. (AG)

VT 016 247  
MCGINLEY, GERRY P.  
ADMINISTRATORS' GUIDE TO CAREER EDUCATION IN THE ELEMENTARY SCHOOL.

NEVADA UNIV., RENO. RESEARCH AND EDUCATIONAL PLANNING CENTER.; WASHOE COUNTY SCHOOL DISTRICT, RENO, NEV.; NEVADA STATE DEPT. OF EDUCATION, CARSON CITY. DIV. OF VOCATIONAL-TECHNICAL AND ADULT EDUCATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 27P.

DESCRIPTORS - \*ADMINISTRATOR GUIDES; \*CAREER

EDUCATION; \*ELEMENTARY GRADES; \*DEVELOPMENTAL PROGRAMS; CONCEPTUAL SCHEMES; CLUSTER GROUPING; VOCATIONAL DEVELOPMENT; HUMANITIES; \*PROGRAM DESCRIPTIONS  
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS ADMINISTRATORS' GUIDE FOR IMPLEMENTING A CAREER EDUCATION PROGRAM IN THE ELEMENTARY GRADES INCLUDES A RATIONALE FOR CAREER EDUCATION, A DESCRIPTION OF THE DEVELOPMENTAL ATTITUDES AND OVERALL OBJECTIVES, AS WELL AS STANDARD AND OPTIONAL PROGRAM CONSIDERATIONS PRESENTED IN A 2-COLUMN CHART FORMAT. BASIC CONCEPTS ARE GIVEN FOR EACH GRADE, INTRODUCING OCCUPATIONAL CLUSTERS IN GRADE 6. THIS GUIDE WAS DEVELOPED BY A PROJECT LOG COORDINATOR AND EIGHT OTHER ADMINISTRATORS FOR PROJECT SAVE, WHICH WAS FEDERALLY FUNDED. (AG)

VT 016 249  
VOCATIONAL CAREER ORIENTATION, GRADES 1-6.

MONONGALIA COUNTY SCHOOLS, MORGANTOWN, W.VA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL71 84P.

DESCRIPTORS - \*CAREER EDUCATION; \*ELEMENTARY GRADES; \*VOCATIONAL DEVELOPMENT; \*CAREER PLANNING; \*PROGRAM DESCRIPTIONS; RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES; PROGRAM EVALUATION; FIELD TRIPS; ROLE PLAYING; INSERVICE EDUCATION; PROGRAM PLANNING; TEACHING PROCEDURES  
IDENTIFIERS - ATTITUDES APPRECIATIONS; CAREER AWARENESS

ABSTRACT - THIS PRELIMINARY REPORT OF A 3-YEAR VOCATIONAL ORIENTATION PROJECT FOR THE ELEMENTARY GRADES DISCUSSES THE ATTAINMENT OF PROGRAM OBJECTIVES, ROLES OF THE STAFF, AND INSERVICE EDUCATION, IN ADDITION TO GENERAL AND SPECIFIC PROGRAM PLANNING. FOR EACH GRADE, SPECIFIC BEHAVIORAL OBJECTIVES, GOALS, RESOURCE MATERIALS, AND TEACHING PROCEDURES ARE OUTLINED. SUGGESTIONS FOR STUDENT EVALUATION PROCEDURES ARE INCLUDED FOR EACH GRADE LEVEL, AS WELL AS A PLAN FOR PROGRAM EVALUATION, CONSISTING OF PRE- AND POST-TESTING AND SURVEY QUESTIONNAIRES FOR TEACHERS AND PARENTS. THE APPENDIX CONTAINS LISTS OF PUBLISHERS' ADDRESSES. THIS PROGRAM DESCRIPTION, DEVELOPED BY A TEACHER-COORDINATOR, INCLUDES FIELD TRIPS, ROLE PLAYING, AND THE USE OF AUDIOVISUAL AIDS AS TEACHING TECHNIQUES. THE PROJECT WAS FUNDED THROUGH PART D OF THE 1968 AMENDMENT OF THE 1963 VOCATIONAL EDUCATION ACT. (AG)

VT 016 253  
ESPENSCHIED, R.F.  
TUNGSTEN INERT GAS (TIG) WELDING.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.  
MF AVAILABLE IN VT-ERIC SET.

VAS-3036  
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, URBANA, ILLINOIS 61801 (\$.40)  
PUB DATE - 72 30P.

DESCRIPTORS - \*AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; \*UNITS OF STUDY (SUBJECT FIELDS); \*WELDING; \*AGRICULTURAL

ENGINEERING; ILLUSTRATIONS; METALS;  
\*INSTRUCTIONAL MATERIALS

ABSTRACT - DEVELOPED BY A UNIVERSITY AGRICULTURAL DEPARTMENT FOR SECONDARY AND POST-SECONDARY STUDENTS, THIS UNIT GIVES COVERAGE TO TUNGSTEN INERT GAS WELDING, INCLUDING SELECTION OF EQUIPMENT, ADJUSTING, SETTING UP AND MAINTAINING THE EQUIPMENT, AND PROVIDES TECHNIQUES AND PROCEDURES USED IN WELDING DIFFERENT KINDS OF METALS. IN ADDITION, THE UNIT HAS NUMEROUS TABLES, PICTORIAL DIAGRAMS, TROUBLE SHOOTING GUIDES, AS WELL AS A LIST OF REFERENCES RELATED TO TUNGSTEN INERT GAS WELDING. (DM)

VT 016 254  
OSCHWALD, W.R.; COURSON, R.L.  
UNDERSTANDING SOILS.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.

MF AVAILABLE IN VT-ERIC SET.

VAS-4052  
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, URBANA, ILLINOIS 61801 (\$.25)  
PUB DATE - 72 20P.

DESCRIPTORS - \*AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; \*SOIL SCIENCE; INSTRUCTIONAL MATERIALS; \*PLANT SCIENCE; PLANT GROWTH; \*CONSERVATION EDUCATION; SOIL CONSERVATION; \*UNITS OF STUDY (SUBJECT FIELDS); SECONDARY GRADES; POST SECONDARY EDUCATION

ABSTRACT - PREPARED BY A UNIVERSITY AGRICULTURAL DEPARTMENT FOR SECONDARY AND POST-SECONDARY STUDENTS, THIS UNIT OF STUDY EXAMINES SOILS, INTERPRETS THEIR CHARACTERISTICS, AND PROVIDES CRITERIA FOR JUDGING LAND SO IT CAN BE USED AND MANAGED WISELY. THIS INSTRUCTIONAL UNIT GIVES A DETAILED DESCRIPTION OF THE FORMATION AND PHYSICAL MAKE-UP OF SOILS, CONTRASTING ELEMENTS OF SOILS AND PROVIDES A GUIDE TO DETERMINE THE EIGHT KINDS OF LAND CLASSES. NUMEROUS CHARTS, MAPS, PICTURES, AND DIAGRAMS ARE USED TO ILLUSTRATE THE TEXT. (DM)

VT 016 272  
KNOUSE, DONALD R.  
MODEL UNITS FOR CAREER PLANNING THROUGH SOCIAL STUDIES EDUCATION.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - AUG71 133P.

DESCRIPTORS - BIBLIOGRAPHIES; EVALUATION TECHNIQUES; BEHAVIORAL OBJECTIVES; SECONDARY GRADES; HUMANITIES; \*SOCIAL STUDIES UNITS; \*CAREER EDUCATION; \*CAREER PLANNING; \*TEACHING MODELS; SKILL DEVELOPMENT; GENERALIZATIONS; RESOURCE MATERIALS; LEARNING ACTIVITIES; CONCEPT FORMATION  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS ROUGH DRAFT FOR EIGHT SOCIAL STUDIES UNITS DEALING WITH CAREER PLANNING FOR THE SECONDARY GRADES PROVIDES UNIT RATIONALES, PERFORMANCE OBJECTIVES, GENERALIZATIONS, AND CONCEPTS CORRELATED WITH LEARNING ACTIVITIES, SKILLS TO BE DEVELOPED.

AND RESOURCE MATERIALS. DEVELOPED AT A 1-WEEK SUMMER WORKSHOP OF SOCIAL STUDIES TEACHERS AND CONSULTANTS, THE SAMPLE UNITS INCLUDE PROCEDURES FOR STUDENT EVALUATION AND SHEETS OF EVALUATIVE CRITERIA. TEACHING TECHNIQUES INCLUDE ROLEPLAYING, FIELD TRIPS, AND THE USE OF RESOURCE SPEAKERS AND AUDIOVISUAL AIDS. A BIBLIOGRAPHY IS APPENDED. (AG)

VT 016 273  
HARTMAN, DUANE E.  
OFFICE-CLERICAL CLUSTER PROGRAM.

LEBANON UNION HIGH SCHOOL, OREG.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 30P.

DESCRIPTORS - SECONDARY GRADES; \*OCCUPATIONAL CLUSTERS; \*OFFICE OCCUPATIONS EDUCATION; \*CLERICAL OCCUPATIONS; BEHAVIORAL OBJECTIVES; COURSE DESCRIPTIONS; COOPERATIVE EDUCATION; \*WORK EXPERIENCE PROGRAMS; VOCATIONAL DEVELOPMENT; \*BUSINESS EDUCATION  
IDENTIFIERS - CAREER AWARENESS; EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SPIRAL BOUND GUIDE FOR A HIGH SCHOOL COOPERATIVE WORK EXPERIENCE PROGRAM FOR VOCATIONAL PREPARATION COVERS THE OCCUPATIONAL CLUSTER OF OFFICE AND CLERICAL JOBS. GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES PRECEDE THE SHORT COURSE DESCRIPTIONS AND BRIEF COURSE OUTLINES. RESOURCE MATERIALS INCLUDE A STUDENT INTERVIEW SHEET, LINE DIAGRAMS, AN APPLICATION FOR THE PROGRAM, AND A STUDENT EVALUATION SHEET FOR HIS EMPLOYER. THIS GUIDE WAS WRITTEN BY A HIGH SCHOOL TEACHER. (AG).

VT 016 276  
A PLAN FOR CAREER EXPLORATION, GRADE 8.

CLOVIS UNIFIED SCHOOL DISTRICT, CALIF.  
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 79P.

DESCRIPTORS - GRADE 8; \*CAREER EDUCATION; \*MANUALS; WORKSHEETS; BEHAVIORAL OBJECTIVES; GLOSSARIES; \*SELF EVALUATION; OCCUPATIONAL GUIDANCE; \*VOCATIONAL INTERESTS; VOCATIONAL DEVELOPMENT; \*ACTIVITY UNITS; LEARNING ACTIVITIES; JOB ANALYSIS  
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS

ABSTRACT - THIS STUDENT MANUAL FOR A GRADE 8 CAREER ORIENTATION GUIDE DEALS WITH SELF EVALUATION IN SIX ACTIVITY UNITS, THE WORLD OF WORK IN FOUR ACTIVITY UNITS, AND A CONCLUDING SECTION TO HELP STUDENTS MATCH VOCATIONAL INTERESTS TO JOB REQUIREMENTS AND TO SUMMARIZE THEIR VOCATIONAL PREFERENCES. STUDENT WORKSHEETS AND CHECKLISTS ARE INCLUDED, AS WELL AS A 6-PAGE GLOSSARY. FOR EACH ACTIVITY UNIT, AN OVERVIEW, BEHAVIORAL OBJECTIVES, AND LEARNING EXPERIENCES ARE PROVIDED. JOB ANALYSIS IS EMPHASIZED. THIS BOOKLET WAS ADAPTED FROM "GRADE 7, A VOCATIONAL PLAN," DEVELOPED BY AMERICAN INSTITUTES FOR RESEARCH AND THE QUINCY, MASSACHUSETTS PUBLIC SCHOOLS AS PART OF PROJECT ABLE. (AG)

VT 016 284

KEISER, JEFFY C.; WAMPLER, ELIZABETH C.  
CAREER EDUCATION CURRICULUM GUIDE.

INDIANA STATE DEPT. OF PUBLIC INSTRUCTION,  
INDIANAPOLIS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 170P.

DESCRIPTORS - \*CAREER EDUCATION; VOCATIONAL DEVELOPMENT; \*STATE CURRICULUM GUIDES; GLOSSARIES; BEHAVIORAL OBJECTIVES; GENERALIZATIONS; LEARNING ACTIVITIES; RESOURCE MATERIALS; BIBLIOGRAPHIES; HUMANITIES; \*CONCEPT FORMATION; \*ELEMENTARY GRADES; \*SECONDARY GRADES  
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS STATE CURRICULUM GUIDE FOR CAREER EDUCATION IN THE ELEMENTARY AND SECONDARY GRADES CONTAINS CONCEPTS AND SUBCONCEPTS CORRELATED WITH BEHAVIORAL OBJECTIVES, GENERALIZATIONS, AND LEARNING EXPERIENCES IN A 3-COLUMN CHART FORMAT. A WIDE RANGE OF RESOURCE MATERIALS, A GLOSSARY, AND A BIBLIOGRAPHY ARE PROVIDED FOR THE GUIDE, WHICH WAS DEVELOPED BY A CAREER AND GUIDANCE COORDINATOR AND A GUIDANCE CONSULTANT AS A BASIC TEACHING MODEL. (AG)

VT 016 285  
FIND A CAREER THAT COUNTS--IN HOSPITAL FINANCIAL MANAGEMENT.

HOSPITAL FINANCIAL MANAGEMENT ASSOCIATION,  
CHICAGO, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
HOSPITAL FINANCIAL MANAGEMENT ASSOCIATION,  
840 N. LAKE SHORE DR. CHICAGO, ILLINOIS 60611  
PUB DATE - ND 28P.

DESCRIPTORS - PAMPHLETS; \*OCCUPATIONAL INFORMATION; SECONDARY GRADES; \*CAREER OPPORTUNITIES; \*HOSPITAL PERSONNEL; \*FINANCE OCCUPATIONS; RESOURCE MATERIALS; VOCATIONAL DEVELOPMENT; VOCATIONAL COUNSELING  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS PAMPHLET PROVIDES OCCUPATIONAL INFORMATION FOR A WIDE RANGE OF CAREERS IN HOSPITAL FINANCIAL MANAGEMENT. FOR EACH JOB, ITS FUNCTION AND DUTIES, EDUCATION AND SKILLS REQUIRED, PERSONAL QUALIFICATIONS, AND SALARY RANGE ARE DESCRIBED. RESOURCE MATERIALS FOR FURTHER CAREER EXPLORATION IN THESE AREAS ARE INCLUDED. PHOTOGRAPHS, CHARTS, AND LINE DRAWINGS ILLUSTRATE THE TEXT. (AG)

VT 016 286  
FREDRICKSON, RONALD H.  
CAREER DEVELOPMENT: BIBLIOGRAPHY AND LIST OF PROGRAMS.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 16MAR72 33P. PRESENTATION FOR BERKSHIRE PERSONNEL AND GUIDANCE ASSOCIATION WORKSHOP (PITTSFIELD, MASSACHUSETTS, MARCH 16, 1972)

DESCRIPTORS - \*ELEMENTARY GRADES; \*CAREER EDUCATION; \*VOCATIONAL DEVELOPMENT; \*BIBLIOGRAPHIES; GLOSSARIES; \*PROGRAM DESCRIPTIONS; REFERENCE MATERIALS; INSTRUCTIONAL MEDIA

## IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BIBLIOGRAPHY OF INSTRUCTIONAL MEDIA FOR CAREER DEVELOPMENT WILL BE USEFUL AS A BASIS IN DEVELOPING MATERIALS FOR EDUCATORS AT THE ELEMENTARY GRADE LEVELS. A BRIEF GLOSSARY OF CAREER EDUCATION TERMS IS INCLUDED, IN ADDITION TO AN EXTENSIVE SECTION DESCRIBING SOME CAREER ORIENTATION PROGRAMS IN ELEMENTARY SCHOOLS THROUGHOUT THE UNITED STATES. A GROUP OF NINE ANNOTATED ARTICLES ON CAREER EDUCATION COMPLETES THE REFERENCE MATERIALS, ORIGINALLY PREPARED FOR A WORKSHOP BY A UNIVERSITY PROFESSOR. (AG)

VT 016 293

A PLAN FOR CAREER EXPLORATION, GRADE 7.

CLOVIS UNIFIED SCHOOL DISTRICT, CALIF.  
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE,  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - NO 80P.

DESCRIPTORS - GRADE 7; \*CAREER EDUCATION;  
\*MANUALS; WORKSHEETS; BEHAVIORAL OBJECTIVES;  
GLOSSARIES; \*SELF EVALUATION; OCCUPATIONAL  
GUIDANCE; \*VOCATIONAL INTERESTS; VOCATIONAL  
DEVELOPMENT; \*ACTIVITY UNITS  
IDENTIFIERS - SELF AWARENESS; CAREER  
AWARENESS

ABSTRACT - THIS STUDENT MANUAL FOR A GRADE 7 CAREER EXPLORATION GUIDE COVERS SELF EVALUATION AND THE WORLD OF WORK WITH FIVE ACTIVITY UNITS EACH, AND A FINAL SECTION FOR MATCHING VOCATIONAL INTERESTS WITH JOB REQUIREMENTS. A 5-PAGE GLOSSARY IS PROVIDED, IN ADDITION TO STUDENT WORKSHEETS AND CHECKLISTS. AN OVERVIEW, BEHAVIORAL OBJECTIVES, AND LEARNING EXPERIENCES ARE GIVEN FOR EACH ACTIVITY UNIT. THIS BOOKLET WAS ADAPTED FROM "GRADE 7, A VOCATIONAL PLAN," DEVELOPED BY AMERICAN INSTITUTES FOR RESEARCH AND THE QUINCY, MASSACHUSETTS PUBLIC SCHOOLS AS A PART OF PROJECT ABLE. (AG)

VT 016 297

BAIRD, JOE A.  
MANUAL FOR MANPOWER INSTRUCTORS.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION,  
PHOENIX.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - MAR72 133P.

DESCRIPTORS - MANUALS; RESOURCE MATERIALS;  
\*MANPOWER DEVELOPMENT; \*PROJECT TRAINING  
METHODS; ADULT BASIC EDUCATION; \*VOCATIONAL  
DEVELOPMENT; VOCATIONAL EDUCATION;  
\*DISADVANTAGED GROUPS; \*TEACHER EDUCATION;  
LEARNING PROCESSES; TEACHER CHARACTERISTICS;  
EVALUATION TECHNIQUES; PROGRAM DESCRIPTIONS

ABSTRACT - THIS COMPREHENSIVE MANUAL FOR MANPOWER DEVELOPMENT AND TRAINING INSTRUCTORS DESCRIBES THE PLANNING AND IMPLEMENTATION OF PROJECT TRAINING METHODS FOR THE DISADVANTAGED, SPECIFICALLY FOCUSING ON STUDENT AND TEACHER CHARACTERISTICS, THE LEARNING PROCESS, AND INSTRUCTIONAL PLANNING. BACKGROUND INFORMATION ON THE PROGRAM IS DETAILED, IN ADDITION TO DESCRIBING CLASSROOM PROCEDURES, TEACHING TECHNIQUES, AND THE USE OF INSTRUCTIONAL AIDS. STUDENT AND TEACHER

EVALUATION SUGGESTIONS AND THE ESTABLISHMENT OF PERFORMANCE OBJECTIVES ARE DISCUSSED. DESCRIPTIONS OF OTHER MANPOWER PROGRAMS AND PROGRAM FORMS ARE INCLUDED IN THE EXTENSIVE RESOURCE MATERIALS FOR THIS MANUAL, DEVELOPED BY A VOCATIONAL TRAINING COORDINATOR SERVING AS A TEACHER EDUCATOR. (AG)

VT 016 305

FILMS ON MANPOWER PRODUCED BY U.S. DEPARTMENT OF LABOR.

NATIONAL AUDIOVISUAL CENTER, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JAN72 14P.

DESCRIPTORS - \*VOCATIONAL EDUCATION;  
COMMUNICATIONS; \*MANPOWER NEEDS; VOCATIONAL  
DEVELOPMENT; \*FILMS; \*AUDIOVISUAL  
INSTRUCTION; CAREER PLANNING; \*CAREER  
OPPORTUNITIES; PAMPHLETS; COSTS  
IDENTIFIERS - CAREER AWARENESS; ECONOMIC  
AWARENESS

ABSTRACT - THIS PAMPHLET BRIEFLY DESCRIBES A SERIES OF 32 FILMS DEALING WITH CAREER PLANNING AND JOB OPPORTUNITIES AS RELATED TO MANPOWER NEEDS. THESE 32 FILMS ARE NOT RANDOM SAMPLES. THEY ARE PART OF A CAREFULLY PLANNED "AUDIO-VISUAL SYSTEMS PROGRAM" TO PRESENT THE REAL STORY OF PEOPLE AND THEIR JOBS. ORDERING AND RENTAL INFORMATION FOR THE FILMS IS DETAILED, AND COSTS ARE INCLUDED. (AUTHOR/AG)

VT 016 319

THE NATIONAL ORGANIZATION FOR STUDENTS IN  
AGRICULTURE AND NATURAL RESOURCES.

FUTURE FARMERS OF AMERICA, WASHINGTON,  
D.C.; OFFICE OF EDUCATION (DHEW), WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.  
FUTURE FARMERS OF AMERICA, P.O. BOX 15159,  
ALEXANDRIA, VIRGINIA 22309 (\$.30)  
PUB DATE - NO 26P.

DESCRIPTORS - \*VOCATIONAL AGRICULTURE;  
CONSUMER EDUCATION; SECONDARY EDUCATION;  
COOPERATIVE EDUCATION; \*YOUTH CLUBS; \*HIGH  
SCHOOL STUDENTS; \*AGRICULTURAL EDUCATION;  
PROGRAM PLANNING; ORNAMENTAL HORTICULTURE  
OCCUPATIONS; OCCUPATIONAL INFORMATION;  
\*AGRICULTURE; CONSERVATION EDUCATION  
IDENTIFIERS - \*FUTURE FARMERS OF AMERICA; FFA

ABSTRACT - THIS BOOKLET, DEVELOPED IN COOPERATION WITH THE U.S. OFFICE OF EDUCATION BY THE NATIONAL FUTURE FARMERS OF AMERICA (FFA), FOCUSES ITS ATTENTION ON THE NEWLY EXPANDED FIELD OF VOCATIONAL AGRICULTURE. ADDED TO ITS TRADITIONAL SCOPE OF AGRICULTURAL PRODUCTION ARE THE NEW FIELDS OF PROCESSING, SUPPLY AND SERVICE, MECHANICS, HORTICULTURE, FORESTRY, AND NATURAL RESOURCES, WHICH INCLUDE THE VARIETY OF OCCUPATIONS WITHIN THE AGRIBUSINESS AND NATURAL RESOURCES EDUCATION IN TODAY'S HIGH SCHOOLS. NARRATIVES OF SUCCESSFUL FFA MEMBERS AND FORMER MEMBERS ARE INCLUDED. (SNI)

VT 016 351

HUMANIZING THE INSTRUCTIONAL PROCESS. A  
RESOURCE GUIDE FOR PRINCIPALS.

MOBILE COUNTY PUBLIC SCHOOLS, ALA. DIV. OF

CURRICULUM AND INSTRUCTION.  
MF AVAILABLE IN VT-ERIC SET.  
BULL-770  
PUB DATE - ND 64P.

DESCRIPTORS - \*RESOURCE UNITS;  
BIBLIOGRAPHIES; \*ADMINISTRATOR GUIDES;  
\*STUDENT CENTERED CURRICULUM; TEACHER  
EVALUATION; \*INSERVICE TEACHER EDUCATION;  
\*LEARNING PROCESSES; EDUCATIONAL NEEDS;  
EDUCATIONAL CHANGE; COGNITIVE OBJECTIVES;  
AFFECTIVE OBJECTIVES; LEARNING ACTIVITIES;  
STUDENT TEACHER RELATIONSHIP  
IDENTIFIERS - EDUCATIONAL AWARENESS; HUMAN  
RELATIONS

ABSTRACT - THIS PILOT EDITION OF A RESOURCE  
UNIT FOR PRINCIPALS WILL BE USEFUL AS A GUIDE  
IN PLANNING AND IMPLEMENTING AN INSERVICE  
PROGRAM FOR TEACHERS INVOLVING HUMANIZATION  
OF THE LEARNING PROCESSES BY MEANS OF A  
STUDENT-ORIENTED CURRICULUM. DEVELOPED BY A  
TASK FORCE OF SEVEN EDUCATORS, THE GUIDE  
DETAILS 15 COGNITIVE AND 14 AFFECTIVE  
OBJECTIVES FOR TEACHERS. AN OUTLINE OF THE  
INSTRUCTIONAL CONTENT, TOGETHER WITH  
QUESTIONS TO BE CONSIDERED AND SUGGESTED  
FACULTY ACTIVITIES, IS PROVIDED FOR EACH OF  
FOUR MAIN CONCEPTS. TO MEET EDUCATIONAL  
NEEDS, CHANGES IN THE TEACHER STUDENT  
RELATIONSHIP WILL REFLECT A MORE HUMANE  
TEACHING APPROACH. A BIBLIOGRAPHY IS  
INCLUDED. (AG)

VT 016 360 ED 065 732  
HAINES, PETER G.; HYSLOP, DAVID  
A REFERENCE BIBLIOGRAPHY FOR GENERAL WORK  
EXPERIENCE AND COOPERATIVE OCCUPATIONAL PLANS  
OF INSTRUCTION.

MICHIGAN STATE UNIV., EAST LANSING. DEPT. OF  
SECONDARY EDUCATION AND CURRICULUM.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - ND 43P.

DESCRIPTORS - \*INSERVICE EDUCATION; \*CAREER  
EDUCATION; REFERENCE MATERIALS;  
\*BIBLIOGRAPHIES; \*WORK EXPERIENCE PROGRAMS;  
EDUCATION; \*COOPERATIVE EDUCATION  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BIBLIOGRAPHY OF REFERENCE  
MATERIALS ON COOPERATIVE EDUCATION AND  
GENERAL WORK EXPERIENCE PROGRAMS WILL PROVE  
USEFUL TO TEACHERS, COORDINATORS, AND  
ADMINISTRATORS IN INSERVICE COURSES AND TO  
GRADUATE STUDENTS WHO SEEK IN-DEPTH  
INFORMATION. THE REFERENCES INCLUDE  
UNPUBLISHED STATE BULLETINS, RESEARCH  
REPORTS, AND ITEMS IN THE ERIC RETRIEVAL  
SYSTEM. IN ADDITION TO SOURCES AVAILABLE  
THROUGH LIBRARY COLLECTIONS OF PERIODICALS.  
COVERING SEVERAL DECADES IN ITS SCOPE, THE  
BIBLIOGRAPHY LISTS ITEMS BY THE FUNCTIONS OF  
OPERATIONAL SCHOOL PRACTICE. FUNDS FOR  
COMPILING THE REFERENCES WERE PROVIDED BY TWO  
PROFESSORS, AND PRINTING COSTS WERE  
UNDERWRITTEN BY A STATE VOCATIONAL TEACHER  
EDUCATION PROJECT. (AG)

VT 016 361 ED 066 574  
COHEN, ALAN, K., COMP.  
HANDBOOK FOR THE DISTRIBUTIVE EDUCATION  
TEACHER-COORDINATOR.

PENNSYLVANIA STATE DEPT. OF EDUCATION,  
HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL,  
AND CONTINUING EDUCATION.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
BLANCHE M. CURRAN, DEPARTMENT OF EDUCATION,  
BOX 911, HARRISBURG, PA 17126 (COMPLIMENTARY)  
PUB DATE - 69 101P.

DESCRIPTORS - \*DISTRIBUTIVE EDUCATION;  
\*INSTRUCTOR COORDINATORS; MANUALS; \*PROGRAM  
GUIDES; PROGRAM COORDINATION; \*PROGRAM  
ADMINISTRATION; TEACHING METHODS;  
INSTRUCTIONAL AIDS; YOUTH CLUBS; POST  
SECONDARY EDUCATION; ADULT EDUCATION; PROGRAM  
EVALUATION; PROGRAM PLANNING; TEACHER  
CERTIFICATION; OCCUPATIONAL GUIDANCE;  
RESOURCE GUIDES; COMMUNITY RESOURCES;  
LEGISLATION  
IDENTIFIERS - DECA; DISTRIBUTIVE EDUCATION  
CLUBS OF AMERICA

ABSTRACT - PREPARED BY STATE DEPARTMENT  
PERSONNEL WITH THE HELP OF AN ADVISORY  
COMMITTEE AND A TEAM OF TEACHER-COORDINATORS,  
THIS PROGRAM GUIDE SHOULD BE OF PRACTICAL  
VALUE IN DEVELOPING DISTRIBUTIVE EDUCATION  
PROGRAMS AT SECONDARY, POST-SECONDARY, AND  
ADULT LEVELS. AIMED SPECIFICALLY AT  
ADMINISTRATORS AND TEACHER-COORDINATORS, THE  
GUIDE INCLUDES SECTIONS ON: (1) PRINCIPLES  
AND PHILOSOPHY OF DISTRIBUTIVE EDUCATION, (2)  
ORGANIZATION AND ADMINISTRATION, (3)  
COORDINATION, (4) QUALITIES OF A COORDINATOR,  
(5) METHODS, TECHNIQUES AND INSTRUCTIONAL  
AIDS FOR TEACHING DISTRIBUTIVE EDUCATION, (6)  
DISTRIBUTIVE EDUCATION CLASSROOM-SALES  
LABORATORY, (7) DISTRIBUTIVE EDUCATION CLUBS  
OF AMERICA (DECA), (8) GUIDANCE  
RESPONSIBILITIES OF COORDINATOR, (9) POST-  
SECONDARY OPPORTUNITIES IN DISTRIBUTIVE  
EDUCATION, (10) ADULT PROGRAMS, (11) SELF-  
EVALUATION, (12) PUBLIC RELATIONS IN  
DISTRIBUTIVE EDUCATION, AND (13) LAWS  
PERTAINING TO DISTRIBUTIVE EDUCATION. ALSO  
INCLUDED ARE A BIBLIOGRAPHY AND VARIOUS  
SAMPLE FORMS FOR USE BY PROGRAM COORDINATORS.  
(JS)

VT 016 362  
COURSE IN CARPENTRY, VOLUME 3--WORKBOOK. 1971  
EDITION.

CALIFORNIA STATE DEPT. OF EDUCATION,  
SACRAMENTO. BUREAU OF INDUSTRIAL  
EDUCATION; CALIFORNIA STATEWIDE CARPENTERS'  
JOINT APPRENTICESHIP COMMITTEE; UNITED  
BROTHERHOOD OF CARPENTERS AND JOINERS OF  
AMERICA.

DOCUMENT NOT AVAILABLE FROM EDRS.  
CALIFORNIA STATE DEPARTMENT OF EDUCATION,  
FISCAL OFFICE, 721 CAPITOL MALL, SACRAMENTO,  
CALIFORNIA 95814 (\$3.00)  
PUB DATE - 71 305P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; \*STUDY  
GUIDES; \*TRADE AND INDUSTRIAL EDUCATION;  
\*CARPENTERS; \*APPRENTICESHIPS; RESOURCE  
MATERIALS; \*ADULT VOCATIONAL EDUCATION;  
COURSE CONTENT  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED IN CONSULTATION WITH  
INDUSTRIAL REPRESENTATIVES, THIS STUDY GUIDE  
WAS PREPARED TO AID APPRENTICES IN LEARNING  
THE SKILLS OF CARPENTRY. INCLUDED IN THE

GUIDE ARE 57 LESSONS CATEGORIZED AS FOLLOWS: (1) CONCRETE, (2) FORM DETAILING, CONSTRUCTION, AND ERECTION, (3) PRECAST AND PRESTRESSED CONCRETE, (4) HEAVY TIMBER CONSTRUCTION, (5) WELDING, AND (6) BUILDER'S LEVEL AND LEVEL-TRANSIT. THE LESSONS PROVIDE INTRODUCTORY MATERIALS, ASSIGNMENTS, ILLUSTRATIONS AND STUDY QUESTIONS. ALSO INCLUDED IN THE GUIDE ARE A GLOSSARY AND A LIST OF REFERENCE BOOKS FROM WHICH THE ASSIGNMENTS ARE TAKEN. VOLUMES I AND II OF THIS CARPENTRY SERIES ARE AVAILABLE AS VT 005 509 IN AIM WINTER 1968 AND VT 016 363 IN THIS ISSUE. (JS)

VT 016 363  
COURSE IN CARPENTRY, VOLUME 2. 1970 EDITION.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.; CALIFORNIA STATEWIDE CARPENTERS' JOINT APPRENTICESHIP COMMITTEE.; UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA.

MF AVAILABLE IN VT-ERIC SET.

CALIFORNIA STATE DEPT. OF EDUCATION, FISCAL OFFICE, 721 CAPITOL MALL, SACRAMENTO, CALIFORNIA, 95814 (\$3.00)  
PUB DATE - 70 242P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; \*STUDY GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*CARPENTERS; \*APPRENTICESHIPS; ASSIGNMENTS; RESOURCE MATERIALS; \*ADULT VOCATIONAL EDUCATION; COURSE CONTENT  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED IN CONSULTATION WITH INDUSTRIAL REPRESENTATIVES, THIS STUDY GUIDE WAS PREPARED TO AID APPRENTICES IN LEARNING THE SKILLS OF CARPENTRY. INCLUDED IN THE GUIDE ARE 59 LESSONS CATEGORIZED UNDER THE FOLLOWING HEADINGS: (1) ROUGH FRAMING, (2) ROOF FRAMING, (3) EXTERIOR FINISH, (4) INTERIOR FINISH, AND (5) STAIR BUILDING. THE LESSONS PROVIDE INTRODUCTORY MATERIAL, ASSIGNMENTS, ILLUSTRATIONS, AND STUDY QUESTIONS. THE ASSIGNMENTS ARE TAKEN FROM REFERENCE BOOKS TO WHICH THE APPRENTICE SHOULD HAVE ACCESS. VOLUMES I AND III OF THIS CARPENTRY SERIES ARE AVAILABLE AS VT 005 509 IN AIM WINTER 1968 AND VT 016 362 IN THIS ISSUE. (JS)

VT 016 366  
A CURRICULUM GUIDE FOR AEROSPACE EDUCATION (K-12).

OKLAHOMA STATE DEPT. OF EDUCATION, OKLAHOMA CITY.; OKLAHOMA AERONAUTICS COMMISSION, OKLAHOMA CITY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 104P.

DESCRIPTORS - \*STATE CURRICULUM GUIDES; \*ACTIVITY UNITS; ELEMENTARY GRADES; SECONDARY GRADES; \*AEROSPACE EDUCATION; HUMANITIES; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; GLOSSARIES; VOCABULARY; BIBLIOGRAPHIES; \*LEARNING ACTIVITIES; COURSE DESCRIPTIONS  
IDENTIFIERS - EDUCATIONAL AWARENESS; ECONOMIC AWARENESS; \*TEACHING GUIDES; PROGRAM GUIDES

ABSTRACT - THIS STATE CURRICULUM GUIDE FOR AEROSPACE EDUCATION PRESENTS SEPARATELY FOR

THE ELEMENTARY AND SECONDARY LEVELS, A WIDE RANGE OF ACTIVITY UNITS FROM SATELLITES TO SPACE TRAVEL, FOCUSING ON TOPICS IN THE HUMANITIES. GENERAL PROGRAM OBJECTIVES, A SUGGESTED COURSE OUTLINE IN AVIATION, A GLOSSARY, AND A BIBLIOGRAPHY ARE PROVIDED. FOR EACH SUBJECT, BACKGROUND INFORMATION, CONCEPTS, GRASP AND INDIVIDUAL ACTIVITIES, AND QUESTIONS FOR STUDENT EVALUATION ARE GIVEN. RESOURCE AND VOCABULARY LISTS ARE PROVIDED. LINE DRAWINGS ILLUSTRATE THE TEXT, DEVELOPED BY AN AEROSPACE EDUCATION WORKSHOP, A STATE AIR EDUCATION COMMITTEE, AND A STATE CURRICULUM IMPROVEMENT COMMISSION, IN COOPERATION WITH THE STATE AERONAUTICS COMMISSION. (AG)

VT 016 367  
BRIEN, DOLLY STERNFELS, ED., AND OTHERS BUSINESS SPEECH: A SECOND LANGUAGE FOR VOCATIONAL USE.

SAIN T MARY'S DOMINICAN COLL., NEW ORLEANS, LA. DEPT. OF ADULT EDUCATION.  
OFFICE OF MANPOWER POLICY, EVALUATION, AND RESEARCH (OL), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 187P.

DESCRIPTORS - \*MANUALS; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; WORKSHEETS; \*ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; \*BUSINESS SKILLS; \*SPEECH INSTRUCTION; \*BUSINESS EDUCATION; COMMUNICATIONS; SKILL DEVELOPMENT; UNITS OF STUDY (SUBJECT FIELDS)  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS STUDENT MANUAL FOR AN ADULT VOCATIONAL COURSE IN BUSINESS SPEECH, DEVELOPED BY TWO SPEECH THERAPISTS, A SPEECH SPECIALIST, AND A PROFESSOR OF SPEECH AT A COLLEGE, AND FEDERALLY FUNDED, CONTAINS TEN UNITS DEALING WITH ORAL COMMUNICATION. DEVELOPMENT OF A WIDE RANGE OF SPEECH SKILLS WILL PROVE BENEFICIAL IN A JOB SITUATION. FOR EACH UNIT, AN OUTLINE OF IMPORTANT POINTS, A LIST OF SUGGESTED ACTIVITIES, BEHAVIORAL OBJECTIVES, AND WORKSHEETS ARE PROVIDED. CLASS EXERCISES INVOLVING USE OF AUDIOVISUAL AIDS AND PAIRS OF STUDENTS, OR "DYADS," ARE PRESENTED. THE TOPICAL UNITS INCLUDE: (1) LISTENING, (2) ANATOMY, (3) VOICE IMPROVEMENT, (4) GRAMMAR, (5) ARTICULATION, (6) OFFICE ETIQUETTE, (7) TELEPHONE USAGE, (8) CONVERSATION AND DISCUSSION, (9) PUBLIC SPEAKING, AND (10) JOB INTERVIEWS. (AG)

VT 016 368  
GUIDELINES FOR ESTABLISHING AND EVALUATING CIVIL ENGINEERING TECHNOLOGY PROGRAMS.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
BULL-79L-5  
PUB DATE - AUG70 33P.

DESCRIPTORS - \*POST SECONDARY EDUCATION; \*PROGRAM DEVELOPMENT; COURSE CONTENT; PROJECT TRAINING METHODS; CHARTS; GUIDELINES; \*PROGRAM GUIDES; ADMINISTRATOR GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*ENGINEERING

TECHNICIANS; CIVIL ENGINEERING; FACILITY REQUIREMENTS; MANPOWER NEEDS; SALARIES; BIBLIOGRAPHIES; RESOURCE MATERIALS; IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THESE GUIDELINES FOR ESTABLISHING AND EVALUATING 2-YEAR POST-SECONDARY CIVIL ENGINEERING TECHNOLOGY PROGRAMS WILL BE USEFUL FOR ADMINISTRATORS, SUPERVISORS, SCHOOL BOARD MEMBERS, FACULTY, AND OTHERS INTERESTED IN TECHNICAL EDUCATION. A LIST OF 20 POSSIBLE FIELDS IN CIVIL ENGINEERING, A DEFINITION OF A CIVIL ENGINEERING TECHNICIAN, MANPOWER NEEDS IN THE AREA, AND SALARY RANGES ARE PRESENTED. FOR A PROGRAM ADMINISTRATOR, 19 STEPS IN PROGRAM DEVELOPMENT ARE INCLUDED. A WIDE RANGE OF CHARTS ILLUSTRATES THE TEXT. STUDENT SELECTION, AN ADVISORY COMMITTEE, CURRICULUM CONTENT, FACILITY REQUIREMENTS, AND FACULTY QUALIFICATIONS ARE TOPICS OF DISCUSSION. A BIBLIOGRAPHY AND A LIST OF SAMPLE TEXTBOOKS ARE PROVIDED. THIS UNIT WAS DEVELOPED BY ENGINEERS IN GOVERNMENT AND INDUSTRY, A TEACHER EDUCATOR, AND AN ADMINISTRATOR SERVING AS PROJECT COORDINATOR. (AG)

VT 016 369  
TEACHING HEALTH OCCUPATIONS EDUCATION IN HIGH SCHOOL.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. TECHNICAL AND HEALTH OCCUPATIONS EDUCATION SECTION.  
MF AVAILABLE IN VT-ERIC SET.  
BULL-77L-9  
PUB DATE - MAR71 15P.

DESCRIPTORS - \*HEALTH OCCUPATIONS EDUCATION; SECONDARY GRADES; FACILITY REQUIREMENTS; PROGRAM DEVELOPMENT; \*PROGRAM DESCRIPTIONS; \*PROGRAM GUIDES; \*COMMUNITY ROLE; CAREER CHOICE; VOCATIONAL DEVELOPMENT; SCHOOL COMMUNITY COOPERATION; GUIDELINES; PROGRAM EVALUATION; STUDENT INTERESTS; RESOURCE MATERIALS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DESCRIPTION OF THE DEVELOPMENT OF A HEALTH OCCUPATIONS PROGRAM AT THE HIGH SCHOOL LEVEL WILL BE USEFUL FOR THE TEACHER AND ADMINISTRATOR IN PLANNING A SIMILAR VOCATIONAL PROGRAM. STUDENT INTERESTS AND COMMUNITY NEEDS MUST BE DETERMINED FOR SUCH COURSES AS "HEALTH SERVICE AIDE," "NURSE AIDE," AND "CENTRAL SERVICE AIDE," FOR A HEALTH SERVICE AGENCY. FACILITY REQUIREMENTS, TEACHER REQUIREMENTS, AND THE COMMUNITY ROLE ARE DISCUSSED. THE AREAS OF COURSE CONTENT, CURRICULUM SUGGESTIONS STUDENT SELECTION, AND PROGRAM EVALUATION ARE COVERED. THE APPENDICES INCLUDE A SUGGESTED FLOOR PLAN FOR THE "HEALTH SERVICE AIDE" COURSE AND A SAMPLE AGREEMENT WITH A COOPERATING HEALTH AGENCY. UNIT DEVELOPMENT WAS ASSISTED BY HEALTH OCCUPATIONS EDUCATORS IN HIGH SCHOOLS AND VOCATIONAL SCHOOLS. (AG)

VT 016 370  
GUIDELINES FOR THE TRAINING OF NURSE AIDES.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. TECHNICAL AND HEALTH OCCUPATIONS EDUCATION SECTION.

MF AVAILABLE IN VT-ERIC SET.

BULL-77L-8  
PUB DATE - JAN70 23P.

DESCRIPTORS - \*COURSE DESCRIPTIONS; \*HEALTH OCCUPATIONS EDUCATION; RESOURCE MATERIALS; PROJECT TRAINING METHODS; SECONDARY GRADES; VOCATIONAL DEVELOPMENT; \*NURSES AIDES; \*PROGRAM GUIDES; HEALTH SERVICES; BEHAVIORAL OBJECTIVES; TASK PERFORMANCE; JOB TRAINING; \*FACILITY REQUIREMENTS  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THESE GUIDELINES FOR DEVELOPMENT OF A 160-HOUR PROGRAM AT THE SECONDARY LEVEL FOR TRAINING NURSES' AIDES INCLUDE SUGGESTIONS FOR STUDENT SELECTION, FACILITY AND TEACHER REQUIREMENTS, CRITERIA FOR HEALTH SERVICE AGENCIES PARTICIPATING IN THE PROJECT TRAINING METHODS, AND A DEFINITION OF A NURSE'S AIDE. A COURSE DESCRIPTION INCLUDES SIX PROGRAM OBJECTIVES, A SUGGESTED LIST OF TASKS AND TOPICS FOR SEQUENTIAL LEARNING, AND SUGGESTED TEACHING TECHNIQUES. THE APPENDICES INCLUDE A SAMPLE AGREEMENT FOR LEARNING EXPERIENCES IN A HOSPITAL OR NURSING HOME, A LIST OF READING MATERIALS, AND AN EQUIPMENT LIST. (AG)

VT 016 371  
COURSE OUTLINE FOR DRAFTING.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JAN69 26P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; \*BASIC SKILLS; \*DRAFTING; \*ARCHITECTURAL DRAFTING; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; VOCATIONAL DEVELOPMENT; TIME BLOCKS  
IDENTIFIERS - BEGINNING COMPETENCE; CAREER AWARENESS; EMPLOYMENT SKILLS; \*COURSE CONTENT

ABSTRACT - THIS BASIC OUTLINE FOR A 2-YEAR, 1080-HOUR DRAFTING COURSE AT THE SECONDARY LEVEL, DESIGNED TO DEVELOP ENTRY-LEVEL EMPLOYMENT SKILLS, CONTAINS A PROGRAM RATIONALE, SIX COURSE OBJECTIVES, AND TIME ALLOTMENTS. FIVE SUBJECT AREAS FOR A CURRICULUM ON BASIC ARCHITECTURE ARE BRIEFLY OUTLINED, AS WELL AS 22 SUBJECT AREAS FOR THE DRAFTING CURRICULUM. RESOURCE MATERIALS AND A BIBLIOGRAPHY ARE INCLUDED. (AG)

VT 016 372  
COURSE OUTLINE FOR COSMETOLOGY.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 18P.

DESCRIPTORS - SECONDARY GRADES; BEHAVIORAL OBJECTIVES; \*VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; BIBLIOGRAPHIES; \*HUMAN SERVICES; \*COSMETOLOGY  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS OUTLINE FOR A 3-YEAR, 1,500-HOUR VOCATIONAL PREPARATION PROGRAM IN COSMETOLOGY AT THE HIGH SCHOOL LEVEL CONTAINS

A PROGRAM RATIONALE, TEN BEHAVIORAL OBJECTIVES, A BRIEF OUTLINE OF 27 INSTRUCTIONAL BLOCKS, AND A BIBLIOGRAPHY. ENTRY LEVEL EMPLOYMENT REQUIREMENTS ARE TO BE MET IN A 3-HOUR DAILY PROGRAM, MEETING FIVE DAYS PER WEEK, WHICH OFFERS TWO UNITS OF CREDIT PER YEAR. MANIPULATIVE SKILL AND THE STUDY OF THEORY WILL MAKE UP 80 PERCENT AND 20 PERCENT, RESPECTIVELY, OF THE JOB TRAINING. (AG)

VT 016 373  
COURSE OUTLINE FOR AUTO BODY REPAIR.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 12P.

DESCRIPTORS - SECONDARY GRADES; \*TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL DEVELOPMENT; BIBLIOGRAPHIES; COURSE OBJECTIVES; \*AUTO BODY REPAIRMEN

IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; \*COURSE CONTENT; \*VOCATIONAL EDUCATION; WELDING; FINISHING; \*ASSEMBLY (MANUFACTURING)

ABSTRACT - THIS SHORT OUTLINE FOR A COURSE IN AUTO BODY REPAIR INCLUDES A RATIONALE, SIX GENERAL COURSE OBJECTIVES, SEVEN UNIT OUTLINES, A BIBLIOGRAPHY, AND SOURCES OF TEACHING AIDS. THE COURSE INTENDED TO PROMOTE SOME DEGREE OF UNIFORMITY WITHIN THE STATE, WILL BE HELPFUL IN PLANNING FOR DEVELOPING KNOWLEDGE AND JOB SKILLS FOR ENTRY LEVEL EMPLOYMENT. (AG)

VT 016 374  
COURSE OUTLINE FOR COMMERCIAL FOODS.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 20P.

DESCRIPTORS - SECONDARY GRADES; \*VOCATIONAL HOME ECONOMICS; \*VOCATIONAL EDUCATION; HUMAN SERVICES; \*FOODS INSTRUCTION; BIBLIOGRAPHIES; \*VOCATIONAL DEVELOPMENT  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BASIC OUTLINE FOR A VOCATIONAL PREPARATION COURSE IN COMMERCIAL FOODS INCLUDES BRIEF TREATMENT OF SEVEN INSTRUCTIONAL BLOCKS: (1) AN INTRODUCTION, (2) WEIGHTS AND MEASURES, (3) FOOD NUTRIENTS AND NUTRITION, (4) HYGIENE AND SANITATION, (5) SAFETY, (6) COOKING EQUIPMENT, AND (7) FOOD PREPARATION. A RATIONALE FOR THE COURSE AND A BIBLIOGRAPHY ARE INCLUDED. (AG)

VT 016 375  
COURSE OUTLINE FOR GENERAL WOODWORKING.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 20P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; CONSTRUCTION (PROCESS); \*VOCATIONAL DEVELOPMENT; SECONDARY GRADES; \*WOODWORKING; \*INDUSTRIAL EDUCATION; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS;

#### TIME BLOCKS

IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS; BEGINNING COMPETENCE; \*COURSE CONTENT

ABSTRACT - THIS BASIC COURSE OUTLINE IS FOR A 2-YEAR, 1080-HOUR VOCATIONAL COURSE IN GENERAL WOODWORKING AT THE HIGH SCHOOL LEVEL, MEETING THREE HOURS PER DAY, FIVE DAYS PER WEEK. IT CONTAINS A RATIONALE, THREE BEHAVIORAL OBJECTIVES, TIME ALLOTMENTS FOR THE MATERIAL COVERED, AND A RESOURCE LIST. FOURTEEN INSTRUCTIONAL BLOCKS ARE BRIEFLY OUTLINED, AND A BIBLIOGRAPHY IS PROVIDED. ABOUT ONE THIRD OF THE COURSE IS RELATED TO THEORY, MATHEMATICS, AND SIMILAR AREAS WHILE THE REMAINDER OF THE COURSE IS SPENT IN PRACTICAL APPLICATION TO DEVELOP ENTRY-LEVEL JOB SKILLS. (AG)

VT 016 376 ED 066 575  
CRITERIA FOR THE ESTABLISHMENT AND MAINTENANCE OF TWO YEAR POST HIGH SCHOOL WASTEWATER TECHNOLOGY TRAINING PROGRAMS. VOLUME I: PROGRAM CRITERIA.

CLEMSON UNIV., S.C. DEPT. OF ENVIRONMENTAL SYSTEMS ENGINEERING.  
ENVIRONMENTAL PROTECTION AGENCY, WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - 70 49P.

DESCRIPTORS - \*GUIDELINES; ENVIRONMENTAL EDUCATION; \*WATER POLLUTION CONTROL; POST SECONDARY EDUCATION; \*EVALUATION CRITERIA; \*SCHOOLS; \*EDUCATIONAL SPECIFICATIONS; EDUCATIONAL PROGRAMS; PROGRAM GUIDES; TECHNICAL EDUCATION

ABSTRACT - THIS PROGRAM GUIDE, PREPARED BY REPRESENTATIVES FROM THE ENVIRONMENTAL PROTECTION AGENCY, PLANT OPERATIONS, VOCATIONAL-TECHNICAL SCHOOLS, PROFESSIONAL ASSOCIATIONS, AND UNIVERSITIES, IS THE FIRST OF A TWO-VOLUME SERIES AND PROVIDES AN OVERALL STATEMENT OF THE CRITERIA FOR THE SELECTION OF INSTITUTIONS AS TRAINING FACILITIES FOR WASTEWATER TECHNOLOGY TRAINING PROGRAMS. THESE CRITERIA, WHICH ARE IN A FORM APPROPRIATE FOR SOLICITING SELF-APPRAISAL BY INTERESTED INSTITUTIONS, COVER SUCH ASPECTS AS: (1) PHILOSOPHY AND PURPOSE OF THE INSTITUTION, (2) CURRICULUM, (3) INSTRUCTIONAL METHODS AND MEDIA, (4) RECRUITMENT OF TRAINEES AND PLACEMENT OF GRADUATES, AND (5) APPLICATION AND IMPLEMENTATION PROCEDURES. SUPPORTING THE BASIC SELF-APPRAISAL CRITERIA ARE STATEMENTS ON TRAINEE CHARACTERISTICS BEFORE AND AFTER TRAINING, THE FORM AND FUNCTION OF THE MANAGEMENT STRUCTURE FOR THE OVERALL PROGRAM, AND A GLOSSARY OF IMPORTANT TERMINOLOGY. VOLUME II CONTAINING THE CURRICULUM GUIDELINES IS AVAILABLE AS VT 016 377 IN THIS ISSUE. (AUTHOR/SB)

VT 016 377 ED 066 576  
CRITERIA FOR THE ESTABLISHMENT AND MAINTENANCE OF TWO YEAR POST HIGH SCHOOL WASTEWATER TECHNOLOGY TRAINING PROGRAMS. VOLUME II: CURRICULUM GUIDELINES.

CLEMSON UNIV., S.C. DEPT. OF ENVIRONMENTAL SYSTEMS ENGINEERING.  
ENVIRONMENTAL PROTECTION AGENCY, WASHINGTON,

D.C.  
EDRS PRICE MF-\$0.65 HC-\$16.45.  
PUB DATE - 71 483P.

DESCRIPTORS - \*CURRICULUM DEVELOPMENT;  
\*GUIDELINES; ENVIRONMENTAL EDUCATION; POST  
SECONDARY EDUCATION; \*WATER POLLUTION  
CONTROL; \*BEHAVIORAL OBJECTIVES; PROGRAM  
DEVELOPMENT; EDUCATIONAL PROGRAMS; VOCATIONAL  
EDUCATION; \*TECHNICAL EDUCATION  
IDENTIFIERS - BEGINNING COMPETENCE;  
EMPLOYMENT SKILL.

ABSTRACT - THIS PUBLICATION, PREPARED BY  
REPRESENTATIVES FROM THE ENVIRONMENTAL  
PROTECTION AGENCY, PLANT OPERATIONS,  
VOCATIONAL-TECHNICAL SCHOOLS, PROFESSIONAL  
ASSOCIATIONS, AND UNIVERSITIES IS THE SECOND  
OF A TWO-VOLUME SERIES AND CONTAINS  
GUIDELINES WHICH MAY BE USED IN ESTABLISHING  
A TWO-YEAR OR LESS POST-SECONDARY WASTEWATER  
TECHNOLOGY TRAINING PROGRAM. FOCUSING ON THE  
POSTTRAINING PERFORMANCE DESIRED OF TRAINEES,  
THE GUIDELINES ARE DESIGNED TO PROVIDE  
PRACTICAL, HANDS-ON SKILL AND KNOWLEDGE  
DIRECTLY RELATED TO THE OPERATION AND  
MANAGEMENT OF A WASTEWATER TREATMENT PLANT.  
THE GUIDELINES CONSIST OF SPECIFIC BEHAVIOR  
SHEETS WHICH ARE GROUPED ACCORDING TO SEVEN  
GENERAL CRITERION BEHAVIOR CATEGORIES AND  
CONTAIN A COMPOSITE MODEL PLANT PROCESS NAME  
AND LETTER DESIGNATION, SPECIFIC PROCESS  
UNITS, AND STIMULUS AND RESPONSE DETAIL. AN  
INTRODUCTORY SECTION DESCRIBES THE COMPONENTS  
OF THE BEHAVIOR SHEETS AND USE OF THE  
GUIDELINES. A PROCESS CHART AND SPECIFIC  
PROCESS UNITS FOR A COMPOSITE MODEL PLANT,  
STIMULUS AND RESPONSE DETAIL FOR THE GENERAL  
CRITERION BEHAVIORS, TRAINEE CHARACTERISTICS  
AND A GLOSSARY ARE APPENDED. VOLUME I  
CONTAINING PROGRAM GUIDELINES IS AVAILABLE AS  
VT 016 376 IN THIS ISSUE. (SB)

VT 016 379  
DISTRIBUTIVE EDUCATION. AUTHORIZED COURSE OF  
INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV.  
OF INSTRUCTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 119P.

DESCRIPTORS - VOCATIONAL EDUCATION;  
ECONOMICS; \*DISTRIBUTIVE EDUCATION; BUSINESS;  
SECONDARY GRADES; \*CURRICULUM GUIDES; \*COURSE  
DESCRIPTIONS; OCCUPATIONAL INFORMATION;  
TEACHING TECHNIQUES; BUSINESS SKILLS;  
BEHAVIORAL OBJECTIVES; MERCHANDISING;  
\*MARKETING; CAREER PLANNING  
IDENTIFIERS - CAREER AWARENESS; EDUCATIONAL  
AWARENESS; BEGINNING COMPETENCE.

ABSTRACT - THESE FIVE UNITS OF STUDY MAKING  
UP SEPARATE CURRICULUM GUIDES FOR 45-HOUR  
DISTRIBUTIVE EDUCATION LABORATORY COURSES ON  
THE SECONDARY LEVEL INVOLVE CAREER  
EXPLORATION IN MERCHANDISING, MARKETING, AND  
BUSINESS ORGANIZATION, AS WELL AS COOPERATIVE  
WORK EXPERIENCE AND "REAL-LIFE" ACTIVITIES.  
DEVELOPED BY TEACHERS, SUPERVISORS, AN  
ADVISORY COMMITTEE, AND THE COUNTY VOCATIONAL  
EDUCATION SERVICES, WITH THE APPROVAL OF A  
COUNTY VOCATIONAL CURRICULUM COMMITTEE, EACH  
GUIDE CONTAINS A COURSE DESCRIPTION, CONTENT  
OUTLINE, GENERAL GOALS, SPECIFIC BEHAVIORAL

OBJECTIVES, AND A BIBLIOGRAPHY. SUGGESTIONS  
FOR EVALUATION, SUCH AS POST TESTS WITH  
ANSWER KEYS AND STUDENT RATING SHEETS, ARE  
INCLUDED. A WIDE VARIETY OF SUGGESTED  
TEACHING TECHNIQUES INCLUDE THE USE OF  
AUDIVISUAL AIDS, WRITING A MANUAL AS A  
RESEARCH PROJECT, RESOURCE PEOPLE,  
DISCUSSIONS, DEMONSTRATIONS, AND FIELD TRIPS.  
(AG)

VT 016 382  
WHITE, GLENN; BROUCK, HOWARD  
ORNAMENTAL PLANTS FOR INSTITUTIONAL  
LANDSCAPING.

CORNELL UNIV., ITHACA, N.Y.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
THE INSTRUCTIONAL MATERIALS SERVICE,  
DEPARTMENT OF EDUCATION, ROOM 201, STONE  
HALL, CORNELL UNIVERSITY, ITHACA, NEW YORK  
14850 (CAT. # H 1.1, SLIDES, \$10.25)  
PUB DATE - 69 8P.

DESCRIPTORS - \*VOCATIONAL AGRICULTURE;  
\*ORNAMENTAL HORTICULTURE; \*LANDSCAPING;  
AGRICULTURAL EDUCATION; INSTRUCTIONAL AIDS;  
TEACHING GUIDES; \*RESOURCE MATERIALS; HIGH  
SCHOOLS; \*SLIDES

ABSTRACT - THIS GUIDE IS FOR USE BY  
HORTICULTURE TEACHERS IN THE PLANNING AND  
EFFECTIVE TEACHING OF A UNIT ON ORNAMENTAL  
PLANTS FOR INSTITUTIONAL LANDSCAPING. SOME OF  
THE CONTENTS INCLUDED ARE: (1) A SET OF THE  
BEHAVIORAL OBJECTIVES TO BE ACHIEVED, (2)  
SUGGESTED METHODOLOGY FOR INSTRUCTION, (3) A  
LIST OF RELATED REFERENCES, AND (4) A ROSTER  
OF 65 SLIDES ACCOMPANIED BY INFORMATION AS TO  
THE ILLUSTRATIONS PROVIDED AND/OR SUBSTANCE  
CONTAINED IN EACH. (SN)

VT 016 385  
APPLEGATE, RONALD W., AND OTHERS  
DECA LOCAL CHAPTER LEADERSHIP HANDBOOK.

DELAWARE STATE COLL., DOVER.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 161P.

DESCRIPTORS - \*DISTRIBUTIVE EDUCATION;  
LEADERS GUIDES; \*LEADERSHIP TRAINING; HIGH  
SCHOOL STUDENTS; \*YOUTH LEADERS; \*VOCATIONAL  
EDUCATION; \*YOUTH CLUBS  
IDENTIFIERS - DECA; DISTRIBUTIVE EDUCATION  
CLUBS OF AMERICA

ABSTRACT - DEVELOPED BY INTERNS IN  
DISTRIBUTIVE EDUCATION UNDER THE DIRECTION OF  
A PROFESSOR AT A STATE COLLEGE, THIS HANDBOOK  
IS INTENDED TO SERVE AS A GUIDE IN THE  
PROMOTION AND DEVELOPMENT OF LEADERS IN  
DISTRIBUTIVE EDUCATION PROGRAMS NATIONWIDE.  
IN AN EFFORT TO ADVANCE THE IDEA OF  
LEADERSHIP, A GREAT DEAL OF ATTENTION IS  
FOCUSED ON THE ORGANIZATIONAL COMPOSITION OF  
DECA (DISTRIBUTIVE EDUCATION CLUBS OF  
AMERICA) AS WELL AS ON THE PURPOSE FOR THE  
ESTABLISHMENT OF SUCH CLUBS. DECA IS AN  
INDEPENDENT ORGANIZATION WHICH FUNDS ITS OWN  
ACTIVITIES, WHICH INCLUDE INSTALLATION AND  
INITIATION CEREMONIES, CHAPTER MEETINGS,  
EMPLOYER-EMPLOYEE BANQUETS, STATE CONFERENCES  
FOR THE TRAINING OF OFFICERS, SCHOLARSHIP  
LOAN AWARDS, AND MERIT AWARD PROGRAMS. (SN)

VT 016 388

AVIATION MECHANICS (POWER PLANT) AND AUTOMOTIVE MECHANICS. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMASTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF INSTRUCTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 59P.

DESCRIPTORS - BEHAVIORAL OBJECTIVES; TIME BLOCKS; ENGINES; POWER MECHANICS; BIBLIOGRAPHIES; \*COURSE DESCRIPTIONS; \*TRADE AND INDUSTRIAL EDUCATION; SKILL DEVELOPMENT; TEACHING TECHNIQUES; TRANSPORTATION; \*AUTO MECHANICS; \*AVIATION MECHANICS; SKILLED OCCUPATIONS

IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THESE TWO OUTLINES MAKING UP 135-HOUR BASIC VOCATIONAL PREPARATION COURSES DEAL WITH AIRCRAFT PROPELLERS AND COOLING SYSTEMS, EMPHASIZING MAINTENANCE AND TROUBLESHOOTING TECHNIQUES IN AVIATION MECHANICS AND AUTOMOTIVE SUSPENSION ALIGNMENT, AND BRAKES IN AUTOMOTIVE MECHANICS. INTENDED AS PART OF A SERIES OF UNITS TO DEVELOP ENTRY-LEVEL EMPLOYMENT SKILLS, THE INSTRUCTIONAL OUTLINES WERE DEVELOPED BY INSTRUCTIONAL AND SUPERVISORY PERSONNEL, AN ADVISORY COMMITTEE, AND THE VOCATIONAL TEACHER EDUCATION SERVICE, WITH THE APPROVAL OF THE DADE COUNTY VOCATIONAL CURRICULUM COMMITTEE. A VARIETY OF TEACHING TECHNIQUES FOR THE UNITS INCLUDE LECTURES, DEMONSTRATION, DISCUSSION, AUDIOVISUAL AIDS, RESOURCE PERSONS, AND PRACTICAL APPLICATION. BIBLIOGRAPHIES AND SAMPLE POST TESTS WITH ANSWER KEYS ARE PROVIDED. EACH COURSE CONTAINS GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES AND GOALS, A CURRICULUM DESCRIPTION, TIME BLOCKS, AND UNIT PREREQUISITES. (AG)

VT 016 391

COURSE OUTLINE FOR TROWEL TRADES.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 15P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; \*CONSTRUCTION (PROCESS); \*BRICKLAYING; SKILL DEVELOPMENT; \*SKILLED OCCUPATIONS; VOCATIONAL DEVELOPMENT; BEHAVIORAL OBJECTIVES; BIBLIOGRAPHIES; TIME BLOCKS; PRACTICAL MATHEMATICS  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS COURSE OUTLINE FOR A 2-YEAR, 1080-HOUR HIGH-SCHOOL VOCATIONAL PROGRAM FOR THE TROWEL TRADES INCLUDES A PROGRAM RATIONALE, FOUR PROGRAM OBJECTIVES, AND A BRIEF OUTLINE OF THE SEVEN INSTRUCTIONAL BLOCKS. ABOUT ONE THIRD OF THE COURSE WILL FOCUS ON MATHEMATICS, THEORY, AND RELATED SUBJECTS, AND THE REST WILL INVOLVE PRACTICAL EXPERIENCE. TECHNICAL INFORMATION AND TRADE SKILLS WILL BE DEVELOPED, INCLUDING SUCH SKILLS AS BLUEPRINT READING, ESTIMATING, AND CONSTRUCTION DETAILS. A BIBLIOGRAPHY IS

LUDED. (AG)

VT 016 392

COURSE OUTLINE FOR RADIO BROADCASTING.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 15P.

DESCRIPTORS - COMMUNICATIONS; SECONDARY GRADES; \*VOCATIONAL EDUCATION; SKILL DEVELOPMENT; TIME BLOCKS; \*BROADCAST INDUSTRY; \*RADIO; \*VOCATIONAL DEVELOPMENT; BEHAVIORAL OBJECTIVES  
IDENTIFIERS - CAREER AWARENESS; EDUCATIONAL AWARENESS; BEGINNING COMPETENCE; \*COURSE CONTENT

ABSTRACT - THIS COURSE OUTLINE FOR A 2-YEAR HIGH SCHOOL VOCATIONAL PROGRAM IN RADIO BROADCASTING AIDS TO DEVELOP JOB SKILLS NECESSARY FOR EMPLOYMENT AND FOR STUDENTS TO PASS THE FEDERAL LICENSING EXAMINATION FOR RADIO BROADCASTING. FOURTEEN INSTRUCTIONAL UNITS ARE BRIEFLY OUTLINED AND A BIBLIOGRAPHY IS PROVIDED. TWO UNITS OF CREDIT PER YEAR ARE GIVEN FOR THIS 1080-HOUR PROGRAM, WHICH ALLOTS 30 TO 40 PERCENT OF ITS TIME TO MATHEMATICS, THEORY, AND RELATED SUBJECTS, AND THE REST TO PRACTICAL EXPERIENCE. FOUR PROGRAM OBJECTIVES AND A PROGRAM RATIONALE ARE PROVIDED. (AG)

VT 016 395

SEX EDUCATION PROGRAM, GRADES 2, 5, 8, AND HIGH SCHOOL.

ROCK ISLAND PUBLIC SCHOOLS, ILL.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - AUG72 20P. 1972 REVISION

DESCRIPTORS - \*RESOURCE MATERIALS; \*EDUCATIONAL PROGRAMS; COURSE CONTENT; SECONDARY EDUCATION; \*SEX EDUCATION; EDUCATIONAL OBJECTIVES; LESSON PLANS; \*TEACHING GUIDES; \*BIBLIOGRAPHIES; AUDIOVISUAL AIDS; GRADE 2; GRADE 5; GRADE 8; TEACHING TECHNIQUES

ABSTRACT - OUTLINED IN THIS DOCUMENT ARE SEX EDUCATION PROGRAMS FOR GRADES TWO, FIVE, AND EIGHT ON THE ELEMENTARY LEVEL AS WELL AS A PROGRAM FOR THE HIGH SCHOOL LEVEL. INCLUDED IN THE DOCUMENT ARE OBJECTIVES, TEACHING SUGGESTIONS, AND LESSON PLANS. ALSO INCLUDED ARE A BIBLIOGRAPHY AND A LIST OF RESOURCE MATERIALS. (JS)

VT 016 398

ANDERSON, MILES H.

CLINICAL INSTRUCTOR TRAINING PROGRAM.  
TRAINER'S MANUAL.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.

SOCIAL AND REHABILITATION SERVICE (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

THE REGENTS, UNIVERSITY OF CALIFORNIA, DIVISION OF VOCATIONAL EDUCATION, ALLIED HEALTH PROFESSIONS PROJECT, 1003 WILSHIRE BOULEVARD, SANTA MONICA, CALIFORNIA 90401 (\$2.00)

PUB DATE - 7C 107P. 1970 REVISION

DESCRIPTORS - \*LEADERS GUIDES; \*HEALTH OCCUPATIONS EDUCATION; \*TEACHER IMPROVEMENT; ON THE JOB TRAINING; MANPOWER DEVELOPMENT; \*TEACHER EDUCATOR EDUCATION; MANUALS; HEALTH PERSONNEL; VOCATIONAL DEVELOPMENT; QUESTIONING TECHNIQUES; CLINICAL EXPERIENCE; SEQUENTIAL PROGRAMS; PROGRAM PLANNING; \*TRAINING TECHNIQUES  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS TRAINING MANUAL FOR TEACHER EDUCATORS WHO LEAD CLASSES IN TEACHING TECHNIQUES FOR CLINICAL INSTRUCTORS IN HEALTH OCCUPATIONS IS AIMED AT IMPROVING ON-THE-JOB TRAINING BY IMPROVING THE TEACHERS' INSTRUCTIONAL ABILITIES. BASED ON THE JOB INSTRUCTOR TRAINING TECHNIQUES DEVELOPED IN WORLD WARS I AND II, PRELIMINARY PROGRAM PLANNING IS DISCUSSED AND FIVE 2-HOUR TRAINING SESSIONS ARE PRESENTED. QUESTIONING AND DEMONSTRATION TECHNIQUES ARE USED IN THIS SEQUENTIAL PROGRAM. (AG)

VT 016 403  
SMITH, FRANCES M.  
RESOURCES IN HOME ECONOMICS FOR THE BLIND HOMEMAKER. SUPPLEMENT.

MASSACHUSETTS HOME ECONOMICS ASSOCIATION.  
MF AVAILABLE IN VT-ERIC SET.  
MASSACHUSETTS ASSOCIATION FOR THE BLIND, 120 BOYLSTON ST. BOSTON, MASSACHUSETTS 02116 (\$5.50)  
PUB DATE - 72 15P.

DESCRIPTORS - \*RESOURCE GUIDES; \*HOME ECONOMICS; \*HOMEMAKING EDUCATION; HOME MANAGEMENT; \*BLIND; BRAILLE; TALKING BOOKS; WELFARE  
IDENTIFIERS - EDUCATIONAL AWARENESS;  
\*BIBLIOGRAPHIES; RESOURCE MATERIALS

ABSTRACT - THIS SUPPLEMENTARY RESOURCE GUIDE TO HOME ECONOMICS MATERIALS FOR THE BLIND HOMEMAKER, INCLUDING BOOKS IN BRAILLE AND TAPES, COVERS TEN SUBJECT AREAS RANGING FROM MONEY MANAGEMENT TO FAMILY RELATIONS. MAGAZINES AND MISCELLANEOUS PUBLICATIONS ARE INCLUDED IN THE GUIDE, DEVELOPED BY A HOME ECONOMICS EDUCATOR AT A UNIVERSITY. THIS DOCUMENT IS RELATED TO "RESOURCES IN HOME ECONOMICS FOR THE BLIND HOMEMAKER," AVAILABLE IN AIM FALL 1970 AS VT 010 742. (AG)

VT 016 407  
HAYES, ANNE C., COMP.  
A SUPPLEMENTARY TRAINING PROGRAM FOR SCHOOL FOOD SERVICE PERSONNEL.

JEFFERSON COUNTY SCHOOL FOOD SERVICE PROGRAM, LOUISVILLE, KY.; KENTUCKY UNIV., LEXINGTON. DEPT. OF HOME ECONOMICS EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 126P.

DESCRIPTORS - \*PROGRAM DESCRIPTIONS; PARAPROFESSIONAL SCHOOL PERSONNEL; \*FOODS INSTRUCTION; FOOD SERVICE; \*FOOD SERVICE OCCUPATIONS; OCCUPATIONAL HOME ECONOMICS; RESOURCE MATERIALS; \*ADULT VOCATIONAL EDUCATION; PROGRAM EVALUATION; COURSE CONTENT; VOCATIONAL DEVELOPMENT  
IDENTIFIERS - CAREER AWARENESS; BEGINNING PETENCE

ABSTRACT - THIS SUPPLEMENTARY TRAINING PROGRAM FOR SCHOOL FOOD SERVICE PERSONNEL CONTAINS A DESCRIPTION OF THE PROGRAM AND ITS DEVELOPMENT, IN ADDITION TO THREE TEACHER-DEVELOPED UNITS ON THE BASIC PRINCIPLES OF VOLUME-FCC PREPARATION AND FOOD SERVICE MANAGEMENT. BAKING BREADS, ROLLS, AND DESSERTS IS DISCUSSED. FOR EACH OF THE INSTRUCTIONAL UNITS, EIGHT LESSON PLANS OUTLINE TRAINING OBJECTIVES, SUGGESTION SUBJECT CONTENT, AND TEACHING PROCEDURES. RESOURCE MATERIALS AND WORK SIMPLIFICATION IDEAS ARE INCLUDED. DEVELOPED BY AN OCCUPATIONAL HOME ECONOMICS SPECIALIST AT A UNIVERSITY AND OTHER VOCATIONAL EDUCATORS, THIS CURRICULUM GUIDE PROVIDES SUMMARY SHEETS FOR EACH LESSON AND A PROGRAM EVALUATION FORM. (AG)

VT 016 408  
THRELKELD, JYLCE C.  
SEMINAR ON SANITATION FOR RESTAURANT OWNERS AND MANAGERS. UNIT I.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 46P.

DESCRIPTORS - \*SANITATION IMPROVEMENT; CONCEPTUAL SCHEMES; RESOURCE MATERIALS; HEALTH CONDITIONS; ADULT STUDENTS; \*SEMINARS; \*FOOD SERVICE; \*VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; \*MANAGEMENT EDUCATION; BEHAVIORAL OBJECTIVES; FOOD STANDARDS; TEACHING PROCEDURES; PROGRAM EVALUATION  
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS INSTRUCTIONAL GUIDE FOR THE FIRST OF TWO 4-HOUR SEMINARS ON SANITATION FOR RESTAURANT OWNERS AND MANAGERS INTENDS TO UPGRADE SANITARY PRACTICES IN FOOD SERVICE ESTABLISHMENTS, DEVELOPED BY AN OCCUPATIONAL HOME ECONOMICS SPECIALIST AT A UNIVERSITY AND OTHER VOCATIONAL EDUCATORS. THE UNIT INCLUDES A CONCEPTUAL OUTLINE FOCUSING ON THE EFFECT OF SANITARY PRACTICES ON PROFITS AND WAYS TO PREVENT CONTAMINATION OF FOOD. GUIDELINES FOR ORGANIZATION OF THE SEMINARS AND SUGGESTIONS FOR THE TEACHER ARE PROVIDED. FOR THE MAJOR AND SUPPORTING CONCEPTS, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES ARE PRESENTED. TEACHING PROCEDURES ARE CORRELATED WITH GENERALIZATIONS AND RESOURCE MATERIALS IN A 3-COLUMN CHART FORMAT. A PROGRAM EVALUATION SHEET AND A DETAILED RESOURCE LIST ARE INCLUDED. A WIDE VARIETY OF APPENDICES INCLUDES CHECK LISTS, TABLES, PRETESTS, AND TRANSPARENCIES. (AG)

VT 016 413  
WISEMAN, RAY; HUSSON, ERNEST  
MINE MAINTENANCE MANUAL. FINAL REPORT.

KANAWHA COUNTY BOARD OF EDUCATION, CHARLESTON, W.VA.  
WEST VIRGINIA STATE DEPT. OF EDUCATION, CHARLESTON. BUREAU OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 01APR72 56P.

DESCRIPTORS - NATURAL RESOURCES; \*STUDY

GUIDES; STUDENT TESTING; PROBLEM SOLVING; \*FUELS; \*INDUSTRIAL EDUCATION; VOCATIONAL DEVELOPMENT; MAINTENANCE; \*ELECTRICITY; DIAGRAMS; \*INDUSTRIAL TECHNOLOGY; HYDRAULICS IDENTIFIERS - CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS STUDY GUIDE ON MINE MAINTENANCE, WRITTEN BY A VOCATIONAL EDUCATOR AS A FINAL PROJECT REPORT, CONTAINS READING MATERIALS ABOUT COAL, A QUIZ, A PAGE OF DEFINITIONS, AND AN OUTLINE OF BASIC ELECTRICAL THEORY WITH PROBLEMS TO SOLVE. REGULATIONS ABOUT ELECTRICITY IN MINES ARE INCLUDED, AS WELL AS INFORMATION ON HYDRAULICS AND AN ANSWER KEY FOR THE PROBLEMS. LINE DIAGRAMS ILLUSTRATE THE TEXT. (AG)

VT 016 414  
AVIATION MACHINIST'S MATE J 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10341-B  
PUB DATE - 71 303P.

DESCRIPTORS - INDEXES (LOCATORS); \*STUDY GUIDES; \*ADULT VOCATIONAL EDUCATION; \*MILITARY TRAINING; PROMOTION (OCCUPATIONAL); DIAGRAMS; GOVERNMENT (ADMINISTRATIVE BODY); ARMED FORCES; VOCATIONAL DEVELOPMENT; \*AVIATION TECHNOLOGY; MANUALS; \*MACHINISTS IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES DESIGNED FOR ENLISTED PERSONNEL OF THE NAVY AND NAVAL RESERVE WHO ARE PREPARING FOR ADVANCEMENT TO PETTY OFFICER THIRD CLASS AND PETTY OFFICER SECOND CLASS IN THE RATING OF AVIATION MACHINIST'S MATE J. WORKING DIAGRAMS ILLUSTRATE THE STUDY GUIDE, WHICH CONTAINS NECESSARY INFORMATION ON OCCUPATIONAL QUALIFICATIONS AND MACHINE SYSTEMS IN AVIATION. AN INDEX IS INCLUDED. (AG)

VT 016 415  
AVIATION ELECTRONICS TECHNICIAN 1 AND C. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVTRA-10318-D  
PUB DATE - 72 347P.

DESCRIPTORS - \*ADULT VOCATIONAL EDUCATION; PROMOTION (OCCUPATIONAL); \*MILITARY TRAINING; \*ELECTRONIC TECHNICIANS; GOVERNMENT (ADMINISTRATIVE BODY); ARMED FORCES; \*SUPPLEMENTARY TEXTBOOKS; \*VOCATIONAL EDUCATION; MANUALS; VOCATIONAL DEVELOPMENT; DIAGRAMS; INDEXES (LOCATORS); RESOURCE MATERIALS; \*AVIATION TECHNOLOGY IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES DESIGNED ESPECIALLY FOR NAVY AND NAVAL RESERVE PERSONNEL PREPARING FOR ADVANCEMENT TO AVIATION ELECTRONICS

TECHNICIAN FIRST CLASS AND CHIEF AVIATION ELECTRONICS TECHNICIAN. INFORMATION ON RADAR AND OTHER NECESSARY PHASES OF THESE POSITIONS ARE DETAILED. AS A SENIOR PETTY OFFICER, SUPERVISORY, INSTRUCTIONAL, AND LEADERSHIP ABILITIES ARE REQUIRED IN ADDITION TO DEVELOPMENT OF TECHNICAL KNOWLEDGE AND SKILLS. THE APPENDIX GIVES ELECTRONIC SYMBOLS, FORMULAS, AND THE USE OF THE GREEK ALPHABET. LINE DIAGRAMS ILLUSTRATE THE TEXT, WHICH INCLUDES AN INDEX. THIS DOCUMENT IS RELATED TO "AVIATION ELECTRONICS TECHNICIAN 3 & 2," AVAILABLE AS VT 012 789 (AIM FALL 1971). (AG)

VT 016 416  
POSTAL CLERK 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10215-A  
PUB DATE - 68 269P. 1967 REVISION.

DESCRIPTORS - \*MANUALS; VISUAL AIDS; ARMED FORCES; GOVERNMENT (ADMINISTRATIVE BODY); RESOURCE MATERIALS; OCCUPATIONAL INFORMATION; \*MILITARY TRAINING; \*PROMOTION (OCCUPATIONAL); \*CLERICAL OCCUPATIONS; SUPPLEMENTARY TEXTBOOKS; GLOSSARIES; \*ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT IDENTIFIERS - POSTAL CLERKS; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL WAS DESIGNED AS A COURSE BOOK FOR NAVY AND NAVAL RESERVE PERSONNEL WHO ARE STUDYING FOR ADVANCEMENT TO THE POSITIONS OF POSTAL CLERK 3 AND POSTAL CLERK 2. NECESSARY INFORMATION FOR MEETING JOB QUALIFICATIONS ARE PROVIDED, INCLUDING THE USE OF RESOURCE MATERIALS AND OCCUPATIONAL INFORMATION. MAIL SERVICES AND PROCEDURES ARE DETAILED. THE ORGANIZATION AND ADMINISTRATION OF THE NAVY POSTAL SERVICE IS DISCUSSED. THE APPENDIX INCLUDES A GLOSSARY OF POSTAL TERMS, A LIST OF TRAINING FILMS, AND THE POSTAL AGREEMENT BETWEEN THE DEPARTMENT OF DEFENSE AND THE POST OFFICE DEPARTMENT. AN INDEX IS PROVIDED. A WIDE RANGE OF SAMPLE POSTAL FORMS AND OTHER VISUAL AIDS ILLUSTRATES THE TEXT. (AG)

VT 016 417  
DAMAGE CONTROLMAN 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10571-F  
PUB DATE - 69 281P. 1969 REVISION.

DESCRIPTORS - VISUAL AIDS; \*MILITARY TRAINING; GOVERNMENT (ADMINISTRATIVE BODY); ARMED FORCES; \*MANUALS; ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; SERVICE OCCUPATIONS; OCCUPATIONAL INFORMATION; REPAIR; \*SECURITY; RESOURCE MATERIALS; \*PROMOTION (OCCUPATIONAL); \*ACCIDENT PREVENTION IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS; FIRE FIGHTERS; CARPENTERS

ABSTRACT - THIS RATE TRAINING MANUAL WAS DESIGNED FOR NAVY AND NAVAL RESERVE PERSONNEL

WHO ARE STUDYING FOR ADVANCEMENT TO THE PETTY OFFICER POSITIONS OF DAMAGE CONTROLMAN 3 AND DAMAGE CONTROLMAN 2. NECESSARY INFORMATION FOR MEETING JOB QUALIFICATIONS IS PROVIDED, INCLUDING THE USE OF RESOURCE MATERIALS AND OCCUPATIONAL INFORMATION. SUPERVISORY AND LEADERSHIP ABILITIES ARE REQUIRED. IN ADDITION TO KNOWLEDGE OF BOAT REPAIR, FIREFIGHTING, CARPENTRY, AND SHIP DEFENSE. SECURITY MEASURES ARE DISCUSSED IN DETAIL, FOCUSING ON EMERGENCY PREPAREDNESS. AN INDEX IS INCLUDED. A WIDE RANGE OF PHOTOGRAPHS AND LINE DIAGRAMS ILLUSTRATES THE TEXT. (AG)

VT 016 418  
BASIC ELECTRONICS VOLUME 1. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10087-C  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT  
PRINTING OFFICE, WASHINGTON, D.C. 20402  
(\$4.00; D 208.111 EL 2/10/971/V.1)  
PUB DATE - ND 571P.

DESCRIPTORS - VISUAL AIDS; GOVERNMENT (ADMINISTRATIVE BODY); \*MILITARY TRAINING; \*TELECOMMUNICATION; \*ELECTRONICS; \*ADULT VOCATIONAL EDUCATION; ARMED FORCES; \*MANUALS; VOCATIONAL DEVELOPMENT; TABLES (DATA); INDEXES (LOCATORS)  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS RATE TRAINING MANUAL COVERS BASIC ELECTRONICS PRINCIPLES FOR NAVY AND NAVAL RESERVE PERSONNEL. GENERAL INFORMATION CONCERNING NAVAL ELECTRONICS EQUIPMENT, TESTING DEVICES, AND SAFETY PROCEDURES PRECEDES A DETAILED STUDY OF CIRCUITS AND FUNDAMENTAL ELECTRONICS DEVICES, SUCH AS TRANSISTORS AND ELECTRON TUBES. COMMUNICATIONS THEORY AND TRANSMISSION METHODS ARE DISCUSSED. A WIDE RANGE OF PHOTOGRAPHS AND LINE DIAGRAMS ILLUSTRATES THE TEXT. THE APPENDIX INCLUDES SCIENTIFIC TABLES AND SYMBOLS. AN INDEX IS PROVIDED. (AG)

VT 016 419  
ENGINEER 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10541-B  
PUB DATE - 72. 554P.

DESCRIPTORS - ARMED FORCES; VISUAL AIDS; GOVERNMENT (ADMINISTRATIVE BODY); \*MILITARY TRAINING; \*MANUALS; PROMOTION (OCCUPATIONAL); \*ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; \*ENGINES; \*MACHINISTS; INDEXES (LOCATORS); RESOURCE MATERIALS; OCCUPATIONAL INFORMATION  
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL WAS DESIGNED FOR NAVY AND NAVAL RESERVE PERSONNEL WHO ARE STUDYING FOR ADVANCEMENT TO THE PETTY OFFICER POSITIONS OF ENGINEER 3 AND 2. NECESSARY INFORMATION FOR MEETING JOB QUALIFICATIONS IS PROVIDED, INCLUDING THE USE

OF RESOURCE MATERIALS AND OCCUPATIONAL INFORMATION. ENGINE SYSTEMS ARE DISCUSSED IN DETAIL, INCLUDING AIR CONDITIONING AND LATHE OPERATIONS. AN INDEX IS INCLUDED. A WIDE RANGE OF LINE DIAGRAMS ILLUSTRATES THE TEXT. (AG)

VT 016 420  
FAMILY LIFE AND HUMAN SEXUALITY. A CURRICULUM GUIDE.

PARKWAY SCHOOL DISTRICT, CHESTERFIELD, MO.  
MF AVAILABLE IN VT-ERIC SET.  
PARKWAY SCHOOL DISTRICT, 455 NORTH WOODS MILL ROAD, CHESTERFIELD, MISSOURI 63017 (\$2.50)  
PUB DATE - OCT71 110P.

DESCRIPTORS - BIBLIOGRAPHIC CITATIONS; \*FAMILY LIFE EDUCATION; \*SEX EDUCATION; \*SEXUALITY; WELFARE; HUMAN RELATIONS; ELEMENTARY GRADES; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; RESOURCE MATERIALS; \*CURRICULUM GUIDES; GLOSSARIES; CONCEPT FORMATION  
IDENTIFIERS - EDUCATIONAL AWARENESS; ATTITUDES APPRECIATIONS; RULE PERCEPTION; FAMILY (SOCIOLOGICAL UNIT)

ABSTRACT - THIS REVISED CURRICULUM GUIDE FOR A COMPREHENSIVE FAMILY LIFE AND HUMAN SEXUALITY PROGRAM IN THE ELEMENTARY AND SECONDARY GRADES PRESENTS, FOR EACH GRADE LEVEL, CONCEPTS CORRELATED WITH LEARNING ACTIVITIES AND RESOURCE MATERIALS IN A THREE-COLUMN CHART FORMAT. A BRIEF PROGRAM RATIONALE AND GENERAL TEACHING SUGGESTIONS PRECEDE SEVEN BASIC GENERALIZATIONS AND FOUR BEHAVIORAL OBJECTIVES FOR THE PROGRAM. SEPARATE BIBLIOGRAPHIES ARE PROVIDED FOR THE ELEMENTARY, JUNIOR HIGH, AND SENIOR HIGH GRADES. AN EXTENSIVE GLOSSARY IS INCLUDED IN THIS RESOURCE GUIDE, DEVELOPED BY A COMMITTEE OF TEACHERS, CONSULTANTS, AND ADMINISTRATORS. THE USE OF AUDIOVISUAL AIDS, ROLE PLAYING, AND DISCUSSION ARE TEACHING TECHNIQUES USED TO FOCUS ON VARIOUS ASPECTS OF HUMAN RELATIONS. (AC)

VT 016 422  
AVIATION MACHINIST'S MATE R 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10342-A  
PUB DATE - 70 315P.

DESCRIPTORS - \*MILITARY TRAINING; ARMED FORCES; GOVERNMENT (ADMINISTRATIVE BODY); \*MANUALS; \*AVIATION MECHANICS; \*MACHINISTS; \*PROMOTION (OCCUPATIONAL); OCCUPATIONAL INFORMATION; VISUAL AIDS; INDEXES (LOCATORS); VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; RESOURCE MATERIALS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES PREPARED FOR NAVY AND NAVAL RESERVE PERSONNEL WHO ARE STUDYING FOR ADVANCEMENT TO THE PETTY OFFICER POSITIONS OF AVIATION MACHINIST'S MATE R 3 & 2. NECESSARY INFORMATION FOR MEETING JOB QUALIFICATIONS IS PROVIDED, DESCRIBING THE USE OF RESOURCE MATERIALS. THE NAVAL AIRCRAFT MAINTENANCE PROGRAM IS DISCUSSED, FOCUSING ON ENGINE

SYSTEMS AND EQUIPMENT MAINTENANCE. AN INDEX IS INCLUDED. A WIDE RANGE OF TABLES AND LINE DIAGRAMS ILLUSTRATES THE TEXT. THIS DOCUMENT IS RELATED TO "AVIATION MACHINIST'S MATE R 1 & C." AVAILABLE AS VT 016 423 IN THIS ISSUE. (AG)

VT 016 423  
AVIATION MACHINIST'S MATE R 1 AND C. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10344-A

PUB DATE - 69 266P.1967 EDITION.

DESCRIPTORS - \*MILITARY TRAINING; ARMED FORCES; GOVERNMENT (ADMINISTRATIVE BODY); \*MANUALS; \*PROMOTION (OCCUPATIONAL); VISUAL AIDS; RESOURCE MATERIALS; OCCUPATIONAL INFORMATION; \*AVIATION MECHANICS; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; \*MACHINISTS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES OF COURSES PREPARED FOR NAVY AND NAVAL RESERVE PERSONNEL WHO ARE STUDYING FOR ADVANCEMENT TO THE POSITIONS OF AVIATION MACHINIST'S MATE R 1 AND C. A LIST OF ADDITIONAL READING MATERIALS FOR MEETING JOB QUALIFICATIONS AND OCCUPATIONAL INFORMATION PRECEDE TEN CHAPTERS DESCRIBING ENGINE SYSTEMS AND THEIR MAINTENANCE, AS WELL AS OTHER AIRCRAFT SYSTEMS. A LIST OF FILMS AND AN INDEX IS PROVIDED. A WIDE RANGE OF LINE DIAGRAMS ILLUSTRATES THE TEXT. THIS DOCUMENT IS RELATED TO "AVIATION MACHINIST'S MATE R 3 & 2," AVAILABLE AS VT 016 422 IN THIS ISSUE. (AG)

VT 016 424  
SHIP SERVICEMEN'S HANDBOOK. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.

NAVPERS 10292-A

PUB DATE - 72 262P.1971 REVISION.

DESCRIPTORS - \*HUMAN SERVICES; GOVERNMENT (ADMINISTRATIVE BODY); \*MILITARY TRAINING; ARMED FORCES; \*ADULT VOCATIONAL EDUCATION; \*OCCUPATIONAL INFORMATION; \*SEAMEN; SUPERVISORY ACTIVITIES; SERVICE OCCUPATIONS; BARBERS; SEAMSTRESSES; VOCATIONAL DEVELOPMENT; EQUIPMENT UTILIZATION; MANUALS IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL IS A HANDBOOK DESIGNED TO PROVIDE ENLISTED NAVAL PERSONNEL IN THE SHIP'S SERVICEMAN RATING WITH BASIC INFORMATION ON THE VARIOUS SHIP'S SERVICE SPECIALTIES. ADMINISTRATION OF THESE ACTIVITIES, INCLUDING THE SUPERVISION AND TRAINING OF PERSONNEL, IS DISCUSSED. SECTIONS ON THE LAUNDRYMAN, TAILOR, AND BARBER SPECIALTIES DEAL WITH THE OPERATION AND MANAGEMENT OF THESE SERVICE ACTIVITIES AS WELL AS THEIR BASIC PROCEDURES AND PROCESSES, SUCH AS EQUIPMENT OPERATION AND MAINTENANCE. A WIDE RANGE OF PHOTOGRAPHS AND CHARTS ILLUSTRATES THE TEXT. AN INDEX IS INCLUDED.

(AG)

VT 016 425  
STEELWORKER 1 AND C. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.

NAVPERS-10654-D

PUB DATE - 71 216P.1971 REVISION.

DESCRIPTORS - INDEXES (LOCATORS); \*ADULT VOCATIONAL EDUCATION; \*METAL WORKING OCCUPATIONS; STEEL INDUSTRY; \*MILITARY TRAINING; \*PROMOTION (OCCUPATIONAL); GOVERNMENT (ADMINISTRATIVE BODY); ARMED FORCES; VOCATIONAL DEVELOPMENT; \*MANUALS; DIAGRAMS; SKILL DEVELOPMENT IDENTIFIERS - STEELWORKER; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL IS INTENDED SPECIFICALLY TO PROVIDE NECESSARY INFORMATION FOR MEN IN THE NAVY OR NAVAL RESERVE IN THE OCCUPATIONAL QUALIFICATIONS FOR ADVANCEMENT TO THE POSITIONS OF STEELWORKER FIRST CLASS AND CHIEF STEELWORKER. EXERCISES TO DEVELOP JOB SKILLS AND KNOWLEDGE ARE PROVIDED, AND JOB DUTIES AND RESPONSIBILITIES ARE STRESSED. MANAGEMENT AND PLANNING ABILITIES ARE REQUIRED IN ADDITION TO SUCH BASIC SKILLS AS WELDING AND TESTING METALS. AN INDEX IS INCLUDED, AND LINE DIAGRAMS ILLUSTRATE THE TEXT. THIS DOCUMENT IS RELATED TO "STEELWORKER 3 & 2," AVAILABLE AS VT 013 854 (AIM VOL. 5, NO. 2) (AG)

VT 016 426  
CONSTRUCTIONMAN. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.

MF AVAILABLE IN VT-ERIC SET.

NAVPERS 10630-E

PUB DATE - 71 291P.1971 REVISION.

DESCRIPTORS - VISUAL AIDS; GLOSSARIES; INDEXES (LOCATORS); \*MILITARY TRAINING; \*MANUALS; \*ADULT VOCATIONAL EDUCATION; \*PROMOTION (OCCUPATIONAL); ARMED FORCES; GOVERNMENT (ADMINISTRATIVE BODY); VOCATIONAL DEVELOPMENT; \*CONSTRUCTION (PROCESS); BUILDING TRADES; MECHANICAL EQUIPMENT IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL PROVIDES NECESSARY INFORMATION FOR NAVY AND NAVAL RESERVE PERSONNEL WHO ARE STUDYING TO MEET QUALIFICATIONS FOR ADVANCEMENT TO THE POSITION OF CONSTRUCTIONMAN. A HISTORY OF THE "SEABEES" AND THE CIVIL ENGINEER CORPS PRECEDES 10 CHAPTERS COVERING EQUIPMENT, TRANSPORTATION, AND VARIOUS ASPECTS OF CONSTRUCTION, SUCH AS PAINTING AND SITE PREPARATION. A WIDE RANGE OF PHOTOGRAPHS AND LINE DIAGRAMS ILLUSTRATE THE TEXT. A GLOSSARY OF "SEABEE" TERMS AND AN INDEX ARE INCLUDED. (AG)

VT 016 427  
AEROGRAPHER'S MATE 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPEFS-10363-5  
PUB DATE - 71 721P.

DESCRIPTORS - \*MILITARY TRAINING; PROMOTION (OCCUPATIONAL); DIAGRAMS; OCCUPATIONAL INFORMATION; RESOURCE MATERIALS; ARMED FORCES; GOVERNMENT (ADMINISTRATIVE BODY); \*METEOROGRAPHY; \*OCEANOLOGY; \*ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; \*MANUALS; EQUIPMENT UTILIZATION  
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES PREPARED FOR NAVY AND NAVAL RESERVE PERSONNEL STUDYING FOR ADVANCEMENT TO AEROGRAPHER'S MATE THIRD CLASS AND SECOND CLASS. NECESSARY INFORMATION FOR MEETING JOBS QUALIFICATIONS IS PROVIDED, WHICH WILL BE VALUABLE FOR REVIEW AND FOR COMPLETION OF A CORRESPONDENCE COURSE FOR UNMATED PERSONNEL. A DESCRIPTION OF RESOURCE MATERIALS AND OCCUPATIONAL INFORMATION PRECEDES 24 CHAPTERS COVERING VARIOUS ASPECTS OF METEOROLOGY AND OCEANOGRAPHY, INCLUDING EQUIPMENT UTILIZATION. A WIDE RANGE OF WORKING DIAGRAMS ILLUSTRATES THE TEXT. THE APPENDIX INCLUDES A GLOSSARY OF ELECTRONICS TERMS AND TWO TABLES. AN INDEX IS PROVIDED. (AGI)

VT 016 486  
HOME ECONOMICS EDUCATION COURSE OF STUDY FOR OCCUPATIONALLY ORIENTED CLASSES. GRADES 8, 9, AND 10.

FAIRFAX COUNTY SCHOOLS, VA. DEPT. OF CURRICULUM AND INSTRUCTION.  
MF AVAILABLE IN VT-ERIC SET.  
FAIRFAX COUNTY PUBLIC SCHOOLS, 10700 PAGE AVENUE, FAIRFAX, VIRGINIA 22330 (\$5.00)  
PUB DATE - AUG68 119P.

DESCRIPTORS - GRADE 8; GRADE 9; GRADE 10; HOME ECONOMICS EDUCATION; \*OCCUPATIONAL HOME ECONOMICS; \*HOMEMAKING EDUCATION; \*CURRICULUM GUIDES; OCCUPATIONAL SURVEYS; \*STUDENT CENTERED CURRICULUM; RESOURCE MATERIALS; VOCABULARY; POTENTIAL DROPOUTS; \*INTEGRATED ACTIVITIES; BEHAVIORAL OBJECTIVES; PERSONAL GROWTH  
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS; BEGINNING COMPETENCE; EDUCATIONAL AWARENESS

ABSTRACT - THE SCOPE OF THIS CURRICULUM GUIDE FOR HOME ECONOMICS COURSES IN GRADES 8, 9, AND 10 INCLUDES HOMEMAKING EDUCATION AND OCCUPATIONAL HOME ECONOMICS. DEVELOPED BY HOME ECONOMICS TEACHERS AND FIELD TESTED IN THE CLASSROOM, THE INTEGRATED STUDENT-CENTERED CURRICULUMS STRESS ACTIVITY LEARNING AND THE CORRELATION BETWEEN HOME ECONOMICS AND OTHER SUBJECT AREAS. TEN INTRODUCTORY UNITS FOR GRADE 8, SEVEN SKILL DEVELOPMENT UNITS FOR GRADE 9, AND TWO TENTATIVE UNITS FOR A GRADE 10 OCCUPATIONAL SURVEY LEADING TO FURTHER SPECIALIZATION PRESENT GOALS AND CONCEPTS, LEARNING ACTIVITIES, AND RESOURCE MATERIALS IN A 3-COLUMN CHART FORMAT. GENERAL SPECIFIC COURSE OBJECTIVES AND SUGGESTED MATERIALS DEALING WITH SELF DEVELOPMENT.

FOCUS, CLOTHING, TEXTILES, CHILD CARE, FAMILY LIFE, AND NURSING TECHNIQUES. A 5-WEEK PILOT COURSE IN HOMEMAKING FOR GRADE 8 BOYS WHO ARE POTENTIAL DROPOUTS IS DESCRIBED. A VOCABULARY LIST AND OTHER RESOURCE LISTS ARE PROVIDED. (AGI)

VT 016 491  
MCML VIETNAMICL OFFICE. A SIMULATED TRAINING PROGRAM 1970-1971.

FAIRFAIR COUNTY PUBLIC SCHOOLS, VA. DEPT. OF INSTRUCTIONAL SERVICES.  
VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND.  
DIV. OF BUSINESS EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 76P.

DESCRIPTORS - \*SIMULATION; \*OFFICE OCCUPATIONS EDUCATION; GRADE 12; \*VOCATIONAL DEVELOPMENT; EQUIPMENT; JOB TRAINING; STUDENT EVALUATION; PROGRAM EVALUATION; \*OCCUPATIONAL INFORMATION; INDIVIDUALIZED INSTRUCTION; RESOURCE MATERIALS; PRODUCER SERVICES; BEHAVIORAL OBJECTIVES; \*PILOT PROJECTS  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS REPORT OF A PILOT PROJECT IN OFFICE OCCUPATIONS EDUCATION FOR GRADE 12 DEALS WITH AN OFFICE SIMULATION IN A VOCATIONAL TRAINING PROGRAM. MODELED UPON THE AMERICAN VOCATIONAL ASSOCIATION OFFICE IN WASHINGTON, D.C., THE PROGRAM REQUIRED COMPLETION OF A GRADE 11 2-HOUR BUSINESS PROGRAM, A JOB INTERVIEW, AND TESTS IN BASIC BUSINESS SKILLS. JOB DESCRIPTIONS, AN ORGANIZATIONAL CHART, A FLOOR PLAN, AND AN EQUIPMENT LIST ARE PROVIDED. COURSE OBJECTIVES, GENERAL AND SPECIFIC PERFORMANCE GOALS FOR EACH JOB, SAMPLE TASKS, SUPPLIES LISTS, AND FLOOR CHARTS ARE INCLUDED. PHOTOGRAHS ILLUSTRATE THE TEXT. METHODS OF STUDENT AND PROGRAM EVALUATION ARE DISCUSSED, GIVING A WIDE RANGE OF EVALUATION FORMS AS RESOURCE MATERIALS. IDEAS FOR ADAPTION OF THIS HOUR-LONG DAILY PROGRAM TO OTHER SYSTEMS AND EXTENSION OF THE 9-WEEK ORIENTATION TO 14 WEEKS ARE PRESENTED. (AGI)

VT 016 500 ED 066 605  
MCGINLEY, GERRY P.  
WORLD OF WORK. CAREER AWARENESS DEVELOPMENT PROGRAM FOR THE ELEMENTARY GRADES.

NEVADA UNIV., RENO. COLL. OF EDUCATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
CITE-000359

PUB DATE - 72 138P. REVISION

DESCRIPTORS - \*CAREER EDUCATION; \*ELEMENTARY GRADES; \*VOCATIONAL DEVELOPMENT; \*TEACHING GUIDES; \*OCCUPATIONAL INFORMATION; OCCUPATIONS  
IDENTIFIERS - \*CAREER AWARENESS; SELF AWARENESS; ATTITUDES APPRECIATIONS; ECONOMIC AWARENESS

ABSTRACT - THIS GUIDE CONTAINS TEACHING SUGGESTIONS AND INFORMATION FOR TEACHERS' USE IN A CAREER AWARENESS PROGRAM FOR GRADES K-6. THE ACTIVITIES ARE DESIGNED TO DEVELOP BASIC ATTITUDES CONCERNING THE IMPORTANCE AND FUNCTIONS OF WORK BY: (1) AROUSING CURIOSITY

ABOUT THE WORLD OF WORK, (2) ENLARGING OCCUPATIONAL HORIZONS, (3) ANSWERING QUESTIONS CONCERNING OCCUPATIONS, (4) DEVELOPING BASIC CONCEPTS, (5) INVESTIGATING SOME OCCUPATIONS AT GREATER DEPTH, AND (6) DEVELOPING POSITIVE ATTITUDES TOWARD ONE'S SELF, OTHER PEOPLE, AND WORK. TO MEET THE OBJECTIVES OF THE PROGRAM, ACTIVITIES AND RESOURCES ARE SUGGESTED BY GRADE LEVEL FOR CONCEPTS, WHICH ARE INTRODUCED IN ORDER OF DIFFICULTY AND DEGREE OF ABSTRACTION. AT THE EARLIEST GRADE LEVELS, EMPHASIS IS PLACED ON A GENERAL UNDERSTANDING THAT PEOPLE WORK FOR A VARIETY OF REASONS AND THAT THERE ARE A NUMBER OF WORKERS WHO PRODUCE GOODS AND A NUMBER WHO PRODUCE SERVICES. BY THE SIXTH GRADE, EMPHASIS IS PLACED ON ORIENTING STUDENTS TO THE CONCEPT OF CLUSTERS WITH THE INTENTION OF PROVIDING A LEAD-IN TO A CYCLE OF HANDS-ON EXPERIENCES WITH MANY CLUSTERS. (SBI)

VT 016 511  
PHOTOGRAPHER'S MATE 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10355-A  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402  
(D208.11: P56/6/971, \$6.00)  
PUB DATE - 72 685P.1971 EDITION

DESCRIPTORS - \*STUDY GUIDES; \*MILITARY TRAINING; \*PROMOTION (OCCUPATIONAL); VISUAL AIDS; GOVERNMENT (ADMINISTRATIVE BODY); VOCATIONAL DEVELOPMENT; ARMED FORCES; \*VOCATIONAL EDUCATION; \*PHOTOGRAPHY; PHOTOGRAPHIC EQUIPMENT; INDEXES (LOCATORS); IDENTIFIERS - EMPLOYMENT SKILLS; CAREER AWARENESS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES WRITTEN FOR NAVY PETTY OFFICERS AND NAVAL RESERVE PERSONNEL WHO ARE SEEKING TO QUALIFY FOR ADVANCEMENT TO THE THIRD CLASS AND SECOND CLASS PETTY OFFICER LEVELS IN THE PHOTOGRAPHER'S MATE RATING. A WIDE RANGE OF PHOTOGRAPHS AND WORKING DIAGRAMS ILLUSTRATE THIS STUDY GUIDE, WHICH PROVIDES NECESSARY BACKGROUND INFORMATION ON OCCUPATIONAL QUALIFICATIONS. TWENTY-THREE CHAPTERS COVER A WIDE VARIETY OF SUBJECT AREAS, RANGING FROM AERIAL PHOTOGRAPHY TO MOTION PICTURE PHOTOGRAPHY, WHICH DESCRIBE IN DETAIL THE OPERATION OF CAMERAS AND THE USE OF OTHER PHOTOGRAPHIC SUPPLIES. AN INDEX IS INCLUDED. THIS DOCUMENT IS RELATED TO "PHOTOGRAPHER'S MATE 1 & C," AVAILABLE AS VT 011 141 (AIM SPRING 1971). (AG)

VT 016 512  
INSTRUMENTMAN 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.  
BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10193-C  
PUB DATE - 71 454P.1963 REVISION

DESCRIPTORS - \*MILITARY TRAINING; ARMED FORCES; GOVERNMENT (ADMINISTRATIVE BODY); MOTION (OCCUPATIONAL); GLOSSARIES; VISUAL

AIDS; \*STUDY GUIDES; \*INSTRUMENTATION TECHNICIANS; VOCATIONAL EDUCATION; \*VOCATIONAL DEVELOPMENT  
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS REVISED RATE TRAINING MANUAL, WRITTEN FOR NAVY AND NAVAL RESERVE PERSONNEL WHO ARE STUDYING FOR ADVANCEMENT TO THE POSITIONS OF INSTRUMENTMAN 3 AND 2, WILL HELP PROVIDE PREPARATION FOR ADVANCEMENT EXAMINATIONS. A WIDE VARIETY OF TOPICS, RANGING FROM PRESSURE GAUGES TO CLOCK AND OFFICE MACHINE REPAIRS AND MAINTENANCE, ARE COVERED IN 17 CHAPTERS. A GLOSSARY AND AN INDEX ARE PROVIDED. PHOTOGRAPHS AND WORKING DIAGRAMS ILLUSTRATE THE TEXT. (AG)

VT 016 529  
A GUIDE FOR PLANNING CAREER EDUCATION IN OREGON'S SECONDARY SCHOOLS.

OREGON STATE DEPT. OF EDUCATION, SALEM, DIV. OF COMMUNITY COLLEGES AND VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - DECEMBER 39P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*ADMINISTRATOR GUIDES; \*SECONDARY GRADES;  
\*EDUCATIONAL PLANNING; RESOURCE MATERIALS;  
OCCUPATIONAL CLUSTERS; HUMANITIES;  
\*VOCATIONAL DEVELOPMENT; OCCUPATIONAL GUIDANCE; EDUCATIONAL NEEDS; EDUCATIONAL CHANGE; DATA COLLECTION  
IDENTIFIERS - OREGON

ABSTRACT - THIS ADMINISTRATOR GUIDE FOR PLANNING CAREER EDUCATION PROGRAMS IN OREGON'S SECONDARY SCHOOLS DISCUSSES FIVE MAJOR CHANGES NEEDED FOR A CAREER CLUSTER APPROACH AND GENERAL AND SPECIFIC ASSUMPTIONS CONCERNING PROGRAM REQUIREMENTS. TYING THE FIVE STEPS INVOLVED IN EDUCATIONAL PLANNING TO THE FIVE PARTS OF THE GUIDE: THE PLANS GIVE DETAILS ABOUT SURVEYS, REPORTS, AND OTHER DATA NEEDED. SAMPLE RESOURCE MATERIALS TO BE COMPILED ARE GIVEN FOR EACH SECTION, WHICH INCLUDES COMMUNITY DATA, SCHOOL DATA, A MASTER CAREER EDUCATION PLAN, FACTORS OF IMPLEMENTATION, AND LONG-RANGE PLANNING SHEETS. A STEP-BY-STEP PROCEDURE IS PROVIDED FOR DETERMINING THE SPECIFIC CAREER EDUCATION NEEDS FOR ANY GIVEN COMMUNITY OR SCHOOL. (AG)

VT 016 533  
VA CENTER SAFETY TRAINING MANUAL.

VA CENTER, HOT SPRINGS, S. DAK.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
PUB DATE - SEP68 20P.

DESCRIPTORS - \*SAFETY EDUCATION; \*SAFETY;  
\*MANUALS; TRAFFIC SAFETY; \*ACCIDENTS

ABSTRACT - THIS GUIDE WAS WRITTEN PRIMARILY TO ACQUAINT EMPLOYEES, CHIEFLY NEW ONES, WITH THE SAFE PRACTICES AND ACCIDENT PREVENTION METHODS RECOMMENDED BY THE NATIONAL SAFETY COUNCIL. IT PROVIDES A GENERAL KNOWLEDGE OF SAFETY PRACTICES IN ORGANIZATIONS AND METHODS OF ANALYZING ACCIDENTS FOR SUPERVISORY USE. CONTENT AREAS INCLUDED: (1) INFORMATION REGARDING THE SUPERVISORY RESPONSIBILITY FOR SAFETY, (2) THE SEQUENCE OF ACCIDENTS, (3)

ACCIDENT SOURCES AND CAUSES, (4) DEFINITIONS OF ACCIDENT FACTORS, (5) A COMPILATION OF ACCIDENT CAUSES, (6) FINDING AND CORRECTING HAZARDS, (7) SAFETY INSPECTIONS, (8) JOB SAFETY ANALYSIS, (9) ACCIDENT INVESTIGATION, (10) PLANT HOUSEKEEPING, (11) HAND TOOLS, (12) LOW VOLTAGE ELECTRICAL HAZARDS, (13) PREVENTION OF FALLS, (14) HOW TO SAFE GUARD MACHINERY, (15) ACCIDENT REPORTS AND RECORDS AS WELL AS (16) THE FIVE "SEEING STEPS" OF SAFE DRIVING. (SN)

VT 016 537  
ACCIDENT INVESTIGATION, ANALYSIS, AND REPORTING. SAFETY TRAINING FOR SUPERVISORS. CONFERENCE LEADER'S GUIDE.

DEPARTMENT OF COMMERCE, WASHINGTON, D.C.  
OFFICE OF ADMINISTRATIVE SERVICES.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 21P.

DESCRIPTORS - TEACHING GUIDES; \*INSTRUCTIONAL MATERIALS; JOB TRAINING; \*SUPERVISORY TRAINING; \*SAFETY; TRAFFIC SAFETY; \*ACCIDENTS; POLICE; \*TECHNICAL REPORTS; PUBLIC OFFICIALS

ABSTRACT - DEVELOPED BY THE DEPARTMENT OF COMMERCE, THIS GUIDE PROVIDES INSIGHT FOR QUALIFIED SAFETY OFFICIALS AND SUPERVISORS RELATIVE TO MAKING EFFECTIVE ACCIDENT INVESTIGATIONS, ANALYSES, AND REPORTS. INCLUDED IS A COMPLETE INSTRUCTIONAL PROGRAM BASED ON "THE NATIONAL SAFETY COUNCIL ACCIDENT PREVENTION MANUAL" AND CENTERED AROUND THIS THEME. TOPICS COVERED ARE SUCH THINGS AS: (1) SUGGESTIONS FOR THE CONFERENCE LEADER, (2) APPROACH TO THE SUBJECT, (3) WHAT TO DO IN ADVANCE OF THE SESSIONS, (4) METHODOLOGY FOR PRESENTING THE INFORMATION, AND CONDUCTING THE DISCUSSION, AND (5) A COPY OF THE SAFETY STANDARDS MANUAL. DATA CONCERNING THE MATERIALS NEEDED FOR THE PRESENTATION ARE ALSO GIVEN IN THE BOOKLET. THE TIME SUGGESTED FOR THE ENTIRE SESSION IS FROM 1 1/2 TO 2 HOURS. (SN)

VT 016 538  
INDUSTRIAL SAFETY EDUCATION FOR SMALL INDUSTRIES.

STOUT STATE UNIV., MENOMONIE, WIS.  
WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 05NOV71 148P.

DESCRIPTORS - \*CURRICULUM GUIDES; PILOT PROJECTS; CURRICULUM DEVELOPMENT; \*ADULT EDUCATION PROGRAMS; COURSE DESCRIPTIONS; \*INDUSTRIAL EDUCATION; \*INDUSTRIAL PERSONNEL; \*SAFETY EDUCATION; ACCIDENT PREVENTION; LEARNING ACTIVITIES; RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - A SERIES OF COLOR KEYED CURRICULUM GUIDES FOR A PILOT INDUSTRIAL SAFETY EDUCATION PROGRAM AIMED AT OWNERS OF SMALL INDUSTRIES PRESENTS TEN INSTRUCTIONAL UNITS FOCUSING ON MANAGEMENT AND SUPERVISORY RESPONSIBILITY FOR ACCIDENT PREVENTION, AN  VIEW OF THE OCCUPATIONAL SAFETY AND  TH ACT OF 1970, AND CONSIDERATION OF

POTENTIAL OCCUPATIONAL HAZARDS. DEVELOPED BY A CURRICULUM PROJECT TEAM WITH THE AID OF LEADERS IN EDUCATION AND INDUSTRY, THE COURSE DESCRIPTIONS INCLUDE CONTENT OUTLINES, LISTS OF RESOURCE MATERIALS, AND STUDENT ACTIVITIES IN A 3-COLUMN CHART FORMAT. COURSE OBJECTIVES AND TERM DEFINITIONS ARE PROVIDED. RECOMMENDATIONS FOR PROGRAM IMPLEMENTATION AND A PROGRAM RATIONALE ARE INCLUDED, AS WELL AS A BRIEF BIBLIOGRAPHY AND RESOURCE MATERIALS. (AG)

VT 016 560  
SAFETY SCHOOL, FY 73.

NAVAL AMMUNITION DEPOT, CRANE, IND.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 75P.

DESCRIPTORS - \*SAFETY; CAREERS; CAREER PLANNING; FIELD EXPERIENCE PROGRAMS; CURRICULUM GUIDES; PROGRAM CONTENT; \*PROGRAM DESCRIPTIONS; SPECIALIZATION; CAREER OPPORTUNITIES; MILITARY PERSONNEL; ARMED FORCES; \*MILITARY TRAINING; \*SAFETY EDUCATION

ABSTRACT - WRITTEN AND DEVELOPED BY THE NAVAL AMMUNITIONS DEPOT, THIS BULLETIN CONTAINS INFORMATION RELATIVE TO THE NAVAL ORDNANCE SYSTEMS COMMAND SAFETY SCHOOL, AND COVERS SUCH THINGS AS ELIGIBILITY REQUIREMENTS, LOCATION, AND DATA CONCERNING WHERE TO INQUIRE FOR FURTHER INFORMATION AND ASSISTANCE IN REGISTERING FOR CLASSES. GENERAL PROGRAMS IN EXPLOSIVES SAFETY, SYSTEMS SAFETY, AND INDUSTRIAL SAFETY ARE OFFERED BY THE SCHOOL. INCLUDED IN THE BOOKLET ARE: (1) GENERAL INFORMATION GOVERNING ADMISSIONS POLICIES AND PROCEDURES, (2) A DESCRIPTION OF THE 2-WEEK COURSES OFFERED, (3) A DESCRIPTION OF THE 1-WEEK SEMINARS OFFERED, (4) DESCRIPTIONS OF SUPERVISOR SAFETY TRAINING COURSES, CAREER DEVELOPMENT PROGRAMS AND (6) AN EXECUTIVE TRAINING PROGRAM OFFERED. (SN)

VT 016 580 ED 067 469  
BENSEN, ARLAND  
A RESOURCE GUIDE FOR CAREER DEVELOPMENT IN THE JUNIOR HIGH SCHOOL.

MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL.  
PUPIL PERSONNEL SERVICES SECTION; ROSEVILLE AREA SCHOOL DISTRICT 623, MINN.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$9.87.  
XXXIII-A-25  
PUB DATE - 72 222P.

DESCRIPTORS - \*JUNIOR HIGH SCHOOL STUDENTS; \*CAREER EDUCATION; \*VOCATIONAL DEVELOPMENT; \*RESOURCE GUIDES; \*DEVELOPMENTAL PROGRAMS; BEHAVIORAL OBJECTIVES; PROGRAM EVALUATION; LEARNING ACTIVITIES; PROGRAM DESCRIPTIONS; COMMUNITY RESOURCES; HUMANITIES; WORKSHEETS; STUDENT EVALUATION; OCCUPATIONAL GUIDANCE; SIMULATION  
IDENTIFIERS - DECISIONS; CAREER AWARENESS; SELF AWARENESS; ELEMENTARY AND SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - THIS RESOURCE GUIDE FOR A DEVELOPMENTAL JUNIOR HIGH CAREER EDUCATION PROGRAM CONTAINS GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, A PROGRAM DESCRIPTION,

AND A WIDE RANGE OF RESOURCE MATERIALS, INCLUDING STUDENT AND TEACHER WORKSHEETS AND EVALUATION FORMS. DEVELOPED BY A JUNIOR HIGH COUNSELOR AND FUNDED BY THE ELEMENTARY SECONDARY EDUCATION ACT, TITLE III, GUIDANCE AND COUNSELING, THE UNIT IS THREE-HOLE PUNCHED FOR INSERTION IN A KING BINDER. LEARNING ACTIVITIES, SPECIFIC SUBJECT AREA AND GRADE LEVEL, AND RESOURCE LISTS ARE PRESENTED IN A 3-COLUMN CHART FORMAT. AN ANNOTATED LIST OF FILMS IS INCLUDED. SIMULATION GAMES AND OTHER GROUP ACTIVITIES ARE PROVIDED. (AG)

VT 016 648 ED 067 490  
MICROFICHE COLLECTION OF CLEARINGHOUSE DOCUMENTS REPORTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), VOLUME 5, NUMBER 4.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION. OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C. EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS. PUB DATE - 72 27013P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*VOCATIONAL EDUCATION; \*TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATORS); CLEARINGHOUSES; \*MICROFICHE; DOCUMENTATION; INFORMATION STORAGE; INFORMATION RETRIEVAL

ABSTRACT - DOCUMENTS ANNOUNCED WITH VT NUMBERS ONLY IN VOLUME 5, NUMBER 4 (VT 016 647) OF "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM) ARE INCLUDED IN THIS MICROFICHE SET. THE MICROFICHE SET IS ARRANGED IN THE FOLLOWING SEQUENCE: (1) A VOCATIONAL TECHNICAL (VT) NUMBER INDEX TO DOCUMENTS IN THE MICROFICHE COLLECTION, (2) THE SUBJECT AND AUTHOR INDEXES FROM AIM, AND (3) THE FULL TEXT OF DOCUMENTS LISTED IN THE VT NUMBER INDEX. THE TEXTS ARE FILMED CONTINUOUSLY IN VT NUMBER SEQUENCE. (CD)

VT 016 833  
YOUR FUTURE AS A DIETICIAN. ARCO-ROSEN CAREER GUIDANCE SERIES.

AMERICAN DIETETIC ASSOCIATION, CHICAGO, ILL. DOCUMENT NOT AVAILABLE FROM EDRS. 7230-08253

ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003 PUB DATE - 71 160P.PMM COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; RESOURCE MATERIALS; \*SUPPLEMENTARY TEXTBOOKS; OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES; OCCUPATIONAL GUIDANCE; \*DIETITIANS; \*FOOD SERVICE OCCUPATIONS; HEALTH OCCUPATIONS; \*HEALTH OCCUPATIONS EDUCATION; HUMAN SERVICES  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS BOOK DISCUSSES THE VARIED

CAREERS THAT ARE OPEN TO DIETITIANS AS RESEARCHERS, ADMINISTRATORS, AND TEACHERS IN HOSPITALS AND AS PRACTITIONERS IN FOOD SERVICES FCF SCHOOLS, HEALTH AGENCIES, AND BUSINESSES. THE TASKS PERFORMED AND THE ACADEMIC REQUIREMENTS FOR EACH TYPE OF WORK ARE DESCRIBED. THE WORK OF SIX PROFESSIONAL DIETITIANS, THIS DOCUMENTS IS DIRECTED TO THESE WHO COUNSEL WITH YOUNG PEOPLE IN THEIR CAREER CHOICES AND TO THE STUDENTS THEMSELVES. (MU)

VT 016 834  
KRAEMER, JAMES E.  
YOUR FUTURE IN PHARMACY. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-0E274

ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 156P.PMM COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION;  
\*SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES;  
\*HEALTH OCCUPATIONS; \*OCCUPATIONAL INFORMATION; CAREER PLANNING; CAREER OPPORTUNITIES; PROFESSIONAL OCCUPATIONS; HEALTH SERVICES; \*HEALTH OCCUPATIONS EDUCATION; \*PHARMACISTS  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS GRADES 9-12 PROFESSIONAL GUIDANCE FOR A FUTURE CAREER IN PHARMACY. IT OFFERS CAREER INFORMATION AND GUIDANCE WITH EMPHASIS PLACED ON EDUCATIONAL AND CAREER AWARENESS. THE COLLEGE OF PHARMACY, JOB OPPORTUNITIES, AND PHARMACEUTICAL VIEWS AND CONTROVERSIES ARE EXAMINED AND DISCUSSED. AMONG THE POINTS INCLUDED THAT WILL HELP A STUDENT MAKE A CAREER DECISION ARE: WHAT KIND OF PERSON IS BEST ADAPTED FOR THIS CAREER? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (APR)

VT 016 837  
CHERNOV, NORMA B.  
YOUR FUTURE IN MEDICAL ASSISTING. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-C6268

ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 127P.PMM COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; \*SUPPLEMENTARY TEXTBOOKS; \*HEALTH OCCUPATIONS; HEALTH OCCUPATIONS EDUCATION; HEALTH PERSONNEL; \*PARAMEDICAL OCCUPATIONS; \*MEDICAL ASSISTANTS; MEDICAL RECORD TECHNICIANS; TECHNICAL EDUCATION; VOCATIONAL EDUCATION; MEDICAL SERVICES; \*OCCUPATIONAL INFORMATION  
IDENTIFIERS - \*CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, THIS BOOK DESCRIBES THE CLINICAL AND ADMINISTRATIVE ASPECTS OF BEING A MEDICAL ASSISTANT IN THE PRIVATE

PYHICIAN'S OFFICE, TRAINED MEDICAL ASSISTANTS WITH SKILLS IN TYPING, MEDICAL TECHNOLOGY, AND MACHINE TRANSCRIPTION MAY ALSO FIND JOBS IN HOSPITALS AND INDUSTRY AS MEDICAL SECRETARIES. THE BOOK IS AIMED PRIMARILY AT FEMALE HIGH SCHOOL STUDENTS WHO PLAN TO ATTEND A JUNIOR COLLEGE. THE PROCESS OF CERTIFICATION ESTABLISHED BY THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS IS DESCRIBED. THE APPENDIX INCLUDES A REPRINT OF THE HIPPOCRATIC OATH, A STATEMENT OF THE ETHICS OF THE AMERICAN MEDICAL ASSOCIATION, AND LIST OF ACCREDITED JUNIOR COLLEGES OFFERING ASSOCIATED DEGREE PROGRAMS IN MEDICAL ASSISTANCE. (AG)

**VT 016 838**  
GREER, MICHAEL  
YOUR FUTURE IN INTERIOR DESIGN. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08265  
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 157P.PMM COLLECTION;  
REVISION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; \*OCCUPATIONAL INFORMATION; GUIDANCE; \*HOME ECONOMICS EDUCATION; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; \*INTERIOR DESIGN; CAREER PLANNING; CAREER CHOICE; OCCUPATIONAL GUIDANCE  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A SUCCESSFUL INTERIOR DESIGNER, IS FROM THE ARCO-ROSEN CAREER GUIDANCE SERIES, BUT CAN BE USED INDEPENDENTLY WITH GRADES 9-12. IT PROVIDES INFORMATION ABOUT THE JOB OF THE INTERIOR DESIGNER, THE PRACTICE OF INTERIOR DESIGN, OPPORTUNITIES WITHIN THE FIELD, PERSONAL QUALIFICATIONS NEEDED, RELATED FIELDS, EDUCATIONAL REQUIREMENTS, STARTING YOUR OWN BUSINESS, AND THE FUTURE OF THE FIELD. INCLUDED IS A BIBLIOGRAPHY AND A LIST OF MAJOR SCHOOLS WHICH OFFER COURSES IN INTERIOR DESIGN. (RR)

**VT 016 839**  
HANABURGH, DAVID H.  
YOUR FUTURE IN FORESTRY. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08259  
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 159P.PMM COLLECTION;  
REVISION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; \*SUPPLEMENTARY TEXTBOOKS; FORESTRY; CONSERVATION EDUCATION; AGRICULTURE; \*FORESTRY OCCUPATIONS; \*VOCATIONAL AGRICULTURE; OCCUPATIONAL INFORMATION; CAREER CHOICE; FORESTRY AIDS; \*OFF FARM AGRICULTURAL OCCUPATIONS; NATURAL RESOURCES  
IDENTIFIERS - \*CAREER AWARENESS;  
EMPLOYABILITY SKILLS

ABSTRACT - THIS BOOK IS DESIGNED TO PROVIDE

BOTH THE STUDENT AND HIS COUNSELOR WITH A GUIDE TO THE VOCATION OF FORESTRY AND TO THE TRAINING NEEDED FOR AN ADEQUATE START IN THE FIELD. THE AUTHOR DESCRIBES HOW TRAINING IN FORESTRY CAN BE USED IN TECHNICAL, PUBLIC, INDUSTRIAL, EDUCATIONAL, AND SELF-EMPLOYMENT CAPACITIES. THE POST-SECONDARY INSTITUTIONS IN THE UNITED STATES WHICH OFFER PROFESSIONAL FORESTRY TRAINING ARE LISTED ALONG WITH SOURCES OF FINANCIAL AID. ALSO INCLUDED ARE CHAPTERS ON PREPARING A PERSONAL RESUME, A SELF-EVALUATION TEST THAT POSES VARIOUS PROBLEMS LIKELY TO BE ENCOUNTERED IN A FORESTRY CAREER, A LIST OF STATE AND OTHER AGENCIES WHICH CAN PROVIDE FURTHER INFORMATION IN FORESTRY AS A CAREER, AND A LIST OF REFERENCE. (AG)

**VT 016 840**  
GOULE, STEPHEN  
YOUR FUTURE IN THE FEDERAL GOVERNMENT. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08258  
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 159P.PMM COLLECTION;  
REVISION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; \*SUPPLEMENTARY TEXTBOOKS; GOVERNMENT (ADMINISTRATIVE BODY); \*GOVERNMENT EMPLOYEES; \*PUBLIC ADMINISTRATION EDUCATION; VOCATIONAL EDUCATION; OCCUPATIONAL GUIDANCE; PUBLIC OFFICIALS; \*FEDERAL GOVERNMENT; \*OCCUPATIONAL INFORMATION  
IDENTIFIERS - \*CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, THIS BOOK WAS WRITTEN FOR HIGH SCHOOL STUDENTS BY THE DIRECTOR OF PERSONNEL AT THE GENERAL SERVICES ADMINISTRATION TO POINT OUT THE CAREER OPPORTUNITIES THAT EXIST IN THE FEDERAL SERVICE, THE OUTSTANDING PEOPLE WHO ARE ENGAGED IN ITS WORK, AND THE COMPARATIVE ADVANTAGES OF FEDERAL VS. PRIVATE EMPLOYMENT. THE DEPARTMENT OF DEFENSE, THE POST OFFICE, AND THE VETERANS ADMINISTRATION ARE THE LARGEST EMPLOYERS, BUT THE AUTHOR LISTS THE WIDE VARIETY OF JOBS AVAILABLE IN THE FEDERAL SERVICE. CHAPTERS INCLUDE DISCUSSIONS OF HOW TO ENTER THE FEDERAL SERVICE, SALARY AND BENEFITS, AND ATTITUDES NECESSARY FOR A FEDERAL CAREER. ONE CHAPTER IS DEVOTED TO WOMEN IN GOVERNMENT. THE APPENDIX INCLUDES THE CLASSIFICATION SET SALARY SCHEDULE, A SELF-EVALUATION TEST FOR THE FEDERAL SERVICE ENTRANCE EXAM, A LIST OF CIVIL SERVICE COMMISSION OFFICES, AND A BIBLIOGRAPHY OF GOVERNMENT-PREPARED PAMPHLETS ON CAREERS IN THE FEDERAL SERVICES. (AG)

**VT 016 841**  
YOUR FUTURE IN FASHION DESIGN. ARCO-ROSEN CAREER GUIDANCE SERIES.

THE FASHION GROUP, INC., NEW YORK, N.Y.  
DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08257  
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 143P.PMM COLLECTION;

## REVISION

DESCRIPTORS - CAREER EDUCATION;  
 \*SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES;  
 \*OCCUPATIONAL INFORMATION; \*OCCUPATIONAL  
 GUIDANCE; CAREER PLANNING; \*CLOTHING DESIGN;  
 \*HOME ECONOMICS EDUCATION; INSTRUCTIONAL  
 MATERIALS; \*TEXTILES INSTRUCTION  
 IDENTIFIERS - CAREER AWARENESS; EDUCATIONAL  
 AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS  
 STUDENTS, GRADES 9-12 PROFESSIONAL GUIDANCE  
 FOR PLANNING A FUTURE CAREER IN FASHION  
 DESIGN. IT PROVIDES CAREER INFORMATION AND  
 GUIDANCE WITH EMPHASIS ON CAREER AND  
 EDUCATIONAL AWARENESS. AMONG THE POINTS  
 INCLUDED IN THIS BOOK THAT WILL HELP A  
 STUDENT MAKE A DECISION ARE: WHAT KIND OF  
 PERSON DOES THIS CAREER REQUIRE? WHAT  
 EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU  
 AS AN INDIVIDUAL LIKE THIS CAREER? (APR)

VT 016 842  
 NOYES, NELL BRALY  
 YOUR FUTURE AS A SECRETARY. ARCO-ROSEN CAREER  
 GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 7230-08280  
 ARCO PUBLISHING COMPANY, INC., 219 PARK  
 AVENUE SOUTH, NEW YORK, N.Y. 10003  
 PUB DATE - 63 162P.PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY  
 GRADES; \*OCCUPATIONAL INFORMATION;  
 \*SUPPLEMENTARY READING MATERIALS;  
 \*OCCUPATIONAL GUIDANCE; \*OFFICE OCCUPATIONS;  
 OFFICE OCCUPATIONS EDUCATION; COMMUNICATIONS;  
 \*SECRETARIES; CLERICAL OCCUPATIONS;  
 BIBLIOGRAPHIES  
 IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER  
 AWARENESS

ABSTRACT - THIS BOOK, PART OF THE ARCO-ROSEN  
 CAREER GUIDANCE SERIES, FOR GRADE 9-12,  
 DISCUSSES CAREERS AS A SECRETARY. MATERIAL  
 COVERED INCLUDES SELECTING A VOCATION,  
 VOCATIONAL ASPIRATIONS AND INSPIRATIONS, JOB  
 HUNTING AND A BIBLIOGRAPHY. SPECIFIC  
 INFORMATION ON SECRETARIAL CAREERS INCLUDES  
 BASIC QUALIFICATIONS, SCHOOLING, PERSONAL  
 ASSETS, PAY, HAVING YOUR OWN BUSINESS, JOB  
 SATISFACTIONS, VARIOUS SECRETARIAL JOBS AND  
 HOW TO BE SUCCESSFUL AS A SECRETARY. (JE)

VT 016 843  
 NEWMAN, BERNARD  
 YOUR FUTURE IN THE HIGH FIDELITY INDUSTRY.  
 ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 7230-08260  
 ARCO PUBLISHING COMPANY, INC., 219 PARK  
 AVENUE SOUTH, NEW YORK, N.Y. 10003  
 PUB DATE - 71 128P.PMM COLLECTION;  
 REVISION

DESCRIPTORS - CAREER EDUCATION; SECONDARY  
 GRADES; \*OCCUPATIONAL INFORMATION;  
 \*SUPPLEMENTARY TEXTBOOKS; INDUSTRIAL  
 TECHNOLOGY; \*ENGINEERING TECHNICIANS;  
 TECHNICAL EDUCATION; INSTRUCTIONAL MATERIALS;  
 ESOURCE MATERIALS; \*DISTRIBUTIVE EDUCATION;  
 MARKETING; MANUFACTURING; BIBLIOGRAPHIES;

\*AULIC EQUIPMENT; CAREER PLANNING;  
 OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING  
 IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER  
 AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A HIGH  
 FIDELITY EXPERT, IS FROM THE ARCO-ROSEN  
 CAREER GUIDANCE SERIES BUT CAN BE USED  
 INDEPENDENTLY WITH GRADES 9-12. IT CONTAINS  
 INFORMATION ABOUT THE HISTORY OF HIGH  
 FIDELITY, THE FACTORY, THE SALES DEPARTMENT,  
 THE SALES REPRESENTATIVE, THE RETAIL  
 OPERATION, REPAIR AND WARRANTY STATIONS,  
 FINANCIAL REWARDS, FINDING A JOB IN HIGH  
 FIDELITY, AND PREPARING A RESUME. INCLUDED  
 ARE APPENDIXES LISTING UNIVERSITIES AND  
 COLLEGES OFFERING COURSES IN ELECTRICAL  
 ENGINEERING, HIGH FIDELITY PERIODICALS, IHF  
 MEMBER BIOGRAPHIES, AND SELECTED READINGS.  
 (RR)

VT 016 844  
 PAUL, GRACE  
 YOUR FUTURE IN MEDICAL TECHNOLOGY. ARCO-ROSEN  
 CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 7230-08269

ARCO PUBLISHING COMPANY, INC., 219 PARK  
 AVENUE SOUTH, NEW YORK, N.Y. 10003  
 PUB DATE - 70 156P.PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY  
 EDUCATION; OCCUPATIONAL INFORMATION;  
 \*SUPPLEMENTARY TEXTBOOKS; GUIDANCE; HEALTH  
 PERSONNEL; \*HEALTH OCCUPATIONS; HEALTH  
 OCCUPATIONS EDUCATION; TECHNICAL EDUCATION;  
 TECHNICAL OCCUPATIONS; MEDICAL LABORATORY  
 ASSISTANTS; \*MEDICAL TECHNOLOGISTS;  
 BIOCHEMISTRY; CYTOLOGY  
 IDENTIFIERS - \*CAREER AWARENESS; EDUCATIONAL  
 AWARENESS

ABSTRACT - PART OF THE ARCO-ROSEN CAREER  
 GUIDANCE SERIES, THIS BOOK WAS WRITTEN BY A  
 PRACTICING MEDICAL TECHNOLOGIST IN THE  
 FEDERAL GOVERNMENT TO ACQUAINT HIGH SCHOOL  
 STUDENTS WITH THE WIDE VARIETY OF CAREERS IN  
 MEDICAL TECHNOLOGY. CHAPTERS INCLUDE  
 DISCUSSIONS OF HOSPITAL AND LAB WORK IN  
 BACTERIOLOGY, BIOCHEMISTRY, CYTOLOGY,  
 HEMATOLOGY, MYCOLOGY, AND TOXICOLOGY. A FINAL  
 CHAPTER ENTITLED "MEET SOME OUTSTANDING  
 TECHNOLOGISTS," HIGHLIGHTS THE CAREERS OF  
 SEVERAL WOMEN IN THE FIELD. A BRIEF SELF  
 EVALUATION FORM ASKS THE STUDENT TO CONSIDER  
 HIS SUITABILITY FOR THE FIELD. (AG)

VT 016 845  
 THOMPSON, WILLIAM E., JR.  
 YOUR FUTURE IN NUCLEAR ENERGY FIELDS. ARCO-  
 ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 7230-08271

ARCO PUBLISHING COMPANY, INC., 219 PARK  
 AVENUE SOUTH, NEW YORK, N.Y. 10003  
 PUB DATE - 71 160P.PMM COLLECTION;  
 REVISION

DESCRIPTORS - CAREER EDUCATION; SECONDARY  
 GRADES; \*SUPPLEMENTARY READING MATERIALS;  
 \*CAREER OPPORTUNITIES; OCCUPATIONAL GUIDANCE;  
 VOCATIONAL COUNSELING; INSTRUCTIONAL  
 MATERIALS; RESOURCE MATERIALS; \*PHYSICAL

SCIENCES; \*NUCLEAR PHYSICS; CAREER PLANNING; SCIENTIFIC RESEARCH  
IDENTIFIERS - \*CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A NUCLEAR ENERGY ENGINEER, IS FROM THE ARCO-ROSEN CAREER GUIDANCE SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADE 9-12. IT CONTAINS INFORMATION ABOUT NUCLEAR ENERGY RESEARCH, PREPARING FOR A NUCLEAR ENERGY CAREER AND SELECTING A CAREER IN NUCLEAR ENERGY. INCLUDED IS AN APPENDIX LISTING FELLOWSHIPS, STUDENT JOBS, SELECTED READINGS, PROFESSIONAL SOCIETIES, AND PUBLICATIONS GIVING INFORMATION ABOUT EMPLOYMENT IN THE FIELD. (RR)

VT 016 847

SJN. ABEND, ROGER P.  
YOUR FUTURE IN HOTEL MANAGEMENT. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08263  
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 158P.PMM COLLECTION: REVISION

DESCRIPTORS - CAREER EDUCATION; RESOURCE MATERIALS; SECONDARY GRADES; \*SUPPLEMENTARY TEXTBOOKS; GUIDANCE; \*DISTRIBUTIVE EDUCATION; MARKETING; BIBLIOGRAPHIC CITATIONS; OCCUPATIONAL GUIDANCE; BUSINESS ADMINISTRATION; HUMAN SERVICES; \*OCCUPATIONAL INFORMATION; \*HOTELS  
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; \*INNKEEPERS

ABSTRACT - WRITTEN BY THE PRESIDENT OF HOTEL CORPORATION OF AMERICA, THIS GUIDANCE READING RESOURCE INTRODUCES THE 9-12 GRADES TECHNICAL EDUCATION OR DISTRIBUTIVE EDUCATION MANAGEMENT STUDENT TO CAREERS IN HOTEL MANAGEMENT. VARIOUS TOPICS INCLUDE: (1) THE MANAGEMENT TEAM-HOTEL HIERARCHY, (2) CREATING THE IMAGE, (3) THE MANAGER-MAN OF MANY HATS, AND (4) THE PEOPLE INDUSTRY-SERVICE WITH CARE AND FLAIR. AN APPENDIX INCLUDES A DIRECTORY OF TRAINING SCHOOLS AND A SUGGESTED READING LIST. THE BOOK IS SUITABLE FOR SELF-INSTRUCTION OR GROUP DISCUSSION FOR GUIDANCE. (DH)

VT 016 848

SOMMER, ARMAND; KEDZIE, DANIEL P.  
YOUR FUTURE IN INSURANCE. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08264  
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 157P.PMM COLLECTION: REVISION

DESCRIPTORS - CAREER EDUCATION; \*SUPPLEMENTARY TEXTBOOKS; OCCUPATIONAL INFORMATION; VOCATIONAL EDUCATION; \*BUSINESS EDUCATION; \*INSURANCE OCCUPATIONS; INSURANCE PROGRAMS; SECONDARY GRADES; GUIDANCE; COUNSELING; RESOURCE MATERIALS; DISTRIBUTIVE EDUCATION  
IDENTIFIERS - \*CAREER AWARENESS; EDUCATIONAL

AWARENESS

ABSTRACT - PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, THIS BOOK WAS WRITTEN BY TWO VICE PRESIDENTS OF CONTINENTAL CASUALTY INSURANCE COMPANY TO INTRODUCE HIGH SCHOOL STUDENTS TO THE BROAD FIELD OF INSURANCE INCLUDING LIFE, HEALTH, PROPERTY, AND LIABILITY INSURANCE. THE WIDE VARIETY OF JOBS IN THE FIELD ARE DISCUSSED AND ILLUSTRATED WITH REAL-LIFE CASE HISTORIES. THE FINAL CHAPTERS PROVIDE INFORMATION ABOUT HOW TO ENTER THE INSURANCE BUSINESS. AN APPENDIX LISTS COLLEGES AND UNIVERSITIES OFFERING INSURANCE MAJORS, ALONG WITH SOURCES OF FINANCIAL AID. A BIBLIOGRAPHY OF EDUCATIONAL OPPORTUNITIES IN THE INSURANCE FIELD IS INCLUDED. (ARG)

VT 016 849

DUFST, SEYMOUR B.; STERN, WALTER H.  
YOUR FUTURE IN REAL ESTATE. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08276  
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 159P.PMM COLLECTION: REVISION

DESCRIPTORS - CAREER EDUCATION; \*SUPPLEMENTARY TEXTBOOKS; MARKETING; SECONDARY GRADES; GUIDANCE; RESOURCE MATERIALS; \*BUSINESS EDUCATION; \*REAL ESTATE; \*REAL ESTATE OCCUPATIONS; \*SALES OCCUPATIONS; DISTRIBUTIVE EDUCATION  
IDENTIFIERS - \*CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - PART OF THE ARCO-ROSEN GUIDANCE SERIES, THIS BOOK WAS WRITTEN BY A BUILDER AND A REAL ESTATE REPORTER FOR THE NEW YORK TIMES TO INTRODUCE HIGH SCHOOL STUDENTS TO THE FIELD OF REAL ESTATE AND THE JOBS AVAILABLE WITHIN IT. TOPICS COVERED INCLUDE: (1) RESIDENTIAL AND COMMERCIAL BROKERAGE, (2) REALTY MANAGEMENT, (3) BUILDING, (4) REALTY FINANCE, AND (5) RELATED FIELDS. A SELF EVALUATION TEST IS INCLUDED TO HELP STUDENTS DECIDE ON THE PHASE OF INSURANCE MOST SUITABLE FOR HIM. (AG)

VT 016 850

GAMMAGE, ALLEN Z.  
YOUR FUTURE IN LAW ENFORCEMENT. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08267  
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 159P.PMM COLLECTION: REVISION

DESCRIPTORS - \*SUPPLEMENTARY TEXTBOOKS; CAREER EDUCATION; HUMAN SERVICES; \*POLICE; \*LAW ENFORCEMENT; VOCATIONAL EDUCATION; POLICE ACTION; SECONDARY GRADES; GUIDANCE; EMPLOYMENT QUALIFICATIONS; EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL INFORMATION  
IDENTIFIERS - \*CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - PART OF THE ARCO-ROSEN GUIDANCE

SERIES, THIS BOOK IS DESIGNED TO INTRODUCE HIGH SCHOOL STUDENTS TO THE JOBS IN THE FIELD OF LAW ENFORCEMENT. SPECIAL EMPHASIS IS PLACED ON THE RESPONSIBILITIES AND PROBLEMS OF THE POLICE OFFICER. SALARY AND FRINGE BENEFITS ARE PRESENTED ALONG WITH EDUCATIONAL REQUIREMENTS AND OPPORTUNITIES FOR IN-SERVICE AND COLLEGE TRAINING. THE FINAL SECTION IS A 25-ITEM SELF EVALUATION TEST DESIGNED TO HELP THE STUDENT DETERMINE HIS SUITABILITY FOR A CAREER IN LAW ENFORCEMENT. (AFG)

VT 016 851

GREGG, JAMES P.  
YOUR FUTURE IN OPTOMETRY. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08273

ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 160P. PMM COLLECTION;  
REVISION

DESCRIPTORS - GUIDANCE; CAREER EDUCATION; HEALTH SERVICES; SECONDARY GRADES; RESOURCE MATERIALS; HEALTH OCCUPATIONS; \*OCCUPATIONAL GUIDANCE; \*SUPPLEMENTARY READING MATERIALS; CAREERS; EMPLOYMENT OPPORTUNITIES; \*CAREER OPPORTUNITIES; CAREER PLANNING; \*HUMAN SERVICES; \*OPTOMETRISTS  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER AWARENESS

ABSTRACT - WRITTEN BY AN OPTOMETRY INSTRUCTOR FOR THE 9-12 GRADE STUDENT, THIS GUIDANCE READING TEXT EXPLORES THE OPTOMETRY PROFESSION AND EDUCATIONAL REQUIREMENTS FOR IT, THE OCCUPATIONAL ALTERNATIVES, AND THE NECESSARY BACKGROUND EXPERIENCE. THE BOOK MAY BE USED FOR SELF-INSTRUCTION OR GROUP DISCUSSION, AND INCLUDES REFERENCES TO OUTSIDE READINGS AND ADDRESSES OF SEVERAL OPTOMETRY SCHOOLS FROM WHICH THE STUDENT MAY REQUEST FURTHER INFORMATION (DHI)

VT 016 852

KIRK, WEIR RICHARD  
YOUR FUTURE IN HOSPITAL WORK. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08262

ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 124P. PMM COLLECTION;  
REVISION

DESCRIPTORS - CAREER EDUCATION;  
\*SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES;  
RESOURCE GUIDES; \*OCCUPATIONAL INFORMATION;  
CAREER PLANNING; CAREER OPPORTUNITIES;  
GUIDANCE; HEALTH OCCUPATIONS; \*PARAMEDICAL OCCUPATIONS; DENTAL HYGIENISTS; HEALTH OCCUPATIONS EDUCATION; \*HOSPITAL PERSONNEL;  
MEDICAL LABORATORY ASSISTANTS; PHYSICAL THERAPISTS  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS GRADES 9-12 PROFESSIONAL GUIDANCE FOR A CAREER IN HOSPITAL WORK. IT PRESENTS CAREER INFORMATION AND GUIDANCE WITH EMPHASIS PLACED ON CAREER AND EDUCATIONAL AWARENESS.

HOSPITAL OCCUPATIONS, SUCH AS AMBULANCE DRIVERS, NURSING SERVICE, DENTAL TECHNICIANS, OCCUPATIONAL THERAPY AND PHYSICAL THERAPY ASSISTANTS ARE EXAMINED. AMONG THE POINTS INCLUDED THAT WILL HELP A STUDENT MAKE A DECISION CONCERNING HIS FUTURE ARE: WHAT KIND OF PERSON IS BEST ADAPTED FOR THIS CAREER? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (AFG)

VT 016 853

WINTER, ELMER L.  
YOUR FUTURE IN YOUR OWN BUSINESS. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08262

ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 187P. PMM COLLECTION;  
REVISION

DESCRIPTORS - CAREER EDUCATION; \*DISTRIBUTIVE EDUCATION; MARKETING; SECONDARY GRADES;  
OCCUPATIONAL INFORMATION; GUIDANCE;  
\*SUPPLEMENTARY TEXTBOOKS; INFORMATION SOURCES; BUSINESS; \*BUSINESS EDUCATION;  
\*CAREER PLANNING; \*OCCUPATIONAL GUIDANCE;  
VOCATIONAL EDUCATION; CAREER CHOICE;  
VOCATIONAL COUNSELING  
IDENTIFIERS - \*EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A SUCCESSFUL BUSINESSMAN, IS FROM THE ARCO-ROSEN CAREER GUIDANCE SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 10-12. IT IS DESIGNED TO HELP ANSWER QUESTIONS SUCH AS: WHAT KIND OF PERSON DOES A BUSINESS CAREER REQUIRE? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WHAT ARE THE PERSONAL SATISFACTIONS? WHAT ARE THE OPPORTUNITIES? WHAT ARE THE DISADVANTAGES? WHAT SKILLS OF TRAINING ARE NECESSARY? HOW MUCH DOES THE AVERAGE PERSON EARN? INCLUDED ARE APPENDICES LISTING FRANCHISING COMPANIES, SMALL BUSINESS ADMINISTRATION FIELD OFFICES, U.S. DEPARTMENT OF COMMERCE FIELD OFFICES, AND ORGANIZATIONS PUBLISHING PAMPHLETS AND PUBLICATIONS ABOUT BUSINESS. (RRI)

VT 016 854

WINTER, ELMER L.  
YOUR FUTURE IN JOBS ABROAD. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08266

ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 191P. PMM COLLECTION;  
REVISION

DESCRIPTORS - CAREER EDUCATION;  
\*SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES;  
\*OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; CAREER PLANNING; OCCUPATIONAL CHOICE; VOCATIONAL COUNSELING; \*JOBS; JOB MARKET; \*FOREIGN COUNTRIES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS GRADES 10 THROUGH 12 PROFESSIONAL GUIDANCE FOR PLANNING A FUTURE CAREER IN JOBS LOCATED ABROAD. IT OFFERS CAREER INFORMATION AND GUIDANCE WITH EMPHASIS PLACED ON CAREER

AWARENESS. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE A CAREER DECISION ARE: WHAT KIND OF PERSON DOES THIS CAREER REQUIRE? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (APR)

VT 016 855

WESTBROOK, JAMES H.  
YOUR FUTURE IN RESTAURANTS AND FOOD SERVICE.  
ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08279

ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 69 192P.PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY  
GRADES; FOOD SERVICE WORKERS; \*OCCUPATIONAL  
INFORMATION; \*SUPPLEMENTARY READING  
MATERIALS; DIRECTORIES; \*OCCUPATIONAL  
GUIDANCE; DISTRIBUTIVE EDUCATION; HUMAN  
SERVICES; BIBLIOGRAPHIES; \*FOOD SERVICE  
OCCUPATIONS; FOOD SERVICE; \*FOOD SERVICE  
INDUSTRY

IDENTIFIERS - EMPLOYMENT SKILLS; \*CAREER  
AWARENESS

ABSTRACT - THIS BOOK, PART OF THE ARCO-ROSEN  
CAREER GUIDANCE SERIES, FOR GRADES 9-12,  
DISCUSSES CAREERS IN RESTAURANT AND FOOD  
SERVICE. MATERIALS COVERED INCLUDE A  
DESCRIPTION OF THE EMPLOYERS, SIZE AND GROWTH  
OF THE INDUSTRY, WHERE JOBS ARE LOCATED, THE  
JOB FUTURE, JOB DESCRIPTIONS, A SAMPLE RESUME  
AND BIBLIOGRAPHY. OTHER INFORMATION CONCERNING  
WORKING ENVIRONMENTS, CONDITIONS, EARNINGS,  
AND PROMOTIONS. (JCE)

VT 016 856

PARIS, JEANNE  
YOUR FUTURE AS A HOME ECONOMIST. ARCO-ROSEN  
CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08261

ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 160P.PMM COLLECTION;  
REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; HOME  
ECONOMICS SKILLS; \*HOME ECONOMICS EDUCATION;  
JOB SKILLS; OCCUPATIONAL HOME ECONOMICS;  
SECONDARY GRADES; \*SUPPLEMENTARY TEXTBOOKS;  
POST SECONDARY EDUCATION; \*OCCUPATIONAL  
INFORMATION; \*HOME ECONOMICS  
IDENTIFIERS - \*CAREER AWARENESS; EDUCATIONAL  
AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS BOOK ANSWERS THE QUESTION:  
WHAT IS HOME ECONOMICS TODAY? SEPARATE  
CHAPTERS COVER SUCH DIVERSE AREAS AS  
TEACHING, DIETETICS, SOCIAL WELFARE AND  
PUBLIC HEALTH, THE HOME ECONOMIST IN  
BUSINESS, RESEARCH, HOMEMAKING IS A CAREER,  
AND FUTURE NEEDS. LATER CHAPTERS ARE  
CONCERNED WITH COLLEGE PREPARATION IN HOME  
ECONOMICS, FINANCING THE HOME ECONOMICS  
DEGREE, AND WHAT THE HOME ECONOMIST CAN DO  
AFTER COMPLETING COLLEGE. AN APPENDIX  
CONTAINS A DIRECTORY OF COLLEGES AND  
UNIVERSITIES THAT GRANT DEGREES IN HOME  
ECONOMICS. (PMM)

VT 016 857

LOCKLEAR, ELMOND, JR.  
YOUR FUTURE IN ACCOUNTING. ARCO-ROSEN CAREER  
GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08243

ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 159P.PMM COLLECTION;  
REVISED EDITION

DESCRIPTORS - INSTRUCTIONAL MATERIALS;  
RESOURCE GUIDES; CAREER EDUCATION; SECONDARY  
GRADES; \*BUSINESS EDUCATION; \*ACCOUNTANTS;  
\*OCCUPATIONAL INFORMATION; GUIDANCE;  
\*ACCOUNTING  
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT  
SKILLS

ABSTRACT - THIS BOOK, WRITTEN BY A PRACTICING  
ACCOUNTANT, IS ONE OF THE ARCO-ROSEN CAREER  
GUIDANCE SERIES FOR STUDENTS IN GRADES 9-12.  
AFTER DESCRIBING WHAT AN ACCOUNTANT IS, THE  
AUTHOR DEALS WITH SUCH SUBJECTS AS: (1)  
GETTING READY FOR ACCOUNTING, (2) PICKING  
YOUR JOB, (3) ACCOUNTING JOBS IN GOVERNMENT,  
AND (4) WOMEN IN ACCOUNTING. A SELF-  
EVALUATION TEST APPEARS AT THE END OF THE  
BOOK FOLLOWED BY DETAILED DIRECTIONS ON HOW  
TO APPLY FOR A JOB. AN APPENDIX INCLUDES  
DIRECTORIES OF ACCOUNTING ASSOCIATIONS,  
SCHOLARSHIPS AND LOANS. A 6-PAGE CODE OF  
PROFESSIONAL ETHICS IS INCLUDED. (PMM)

VT 016 858

DALY, LYNNE F.  
YOUR FUTURE IN AIR CONDITIONING AND  
REFRIGERATION, ARCO-ROSEN CAREER GUIDANCE  
SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08244

ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 140P.PMM COLLECTION;  
REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; \*OCCUPATIONAL  
INFORMATION; ENGINEERING TECHNICIANS;  
SECONDARY GRADES; \*SUPPLEMENTARY READING  
MATERIALS; OCCUPATIONAL GUIDANCE;  
\*REFRIGERATION MECHANICS; \*TRADE AND  
INDUSTRIAL EDUCATION; \*AIR CONDITIONING;  
TECHNICAL EDUCATION; \*MANUFACTURING  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER  
AWARENESS

ABSTRACT - THIS BOOK, PART OF THE ARCO-ROSEN  
CAREER GUIDANCE SERIES FOR GRADES 9-12,  
DISCUSSES CAREERS IN AIR CONDITIONING AND  
REFRIGERATION. MATERIALS INCLUDED ARE LISTS  
OF PUBLIC AND PRIVATE TRADE-TECHNICAL  
SCHOOLS, TRADE JOURNALS AND TRADE  
ASSOCIATIONS, AN EARLY HISTORY OF THE  
INDUSTRY, HOW TO GET A JOB, INFORMATION ON  
BASIC EDUCATIONAL REQUIREMENTS AND THE  
FINANCING OF A TECHNICAL EDUCATION. JOBS IN  
COLD STORAGE, INSTITUTIONAL, MARINE AND  
TRANSPORTATION REFRIGERATION, AS WELL AS  
AUTOMOTIVE AIR CONDITIONING ARE DISCUSSED.  
(JCE)

VT 016 859

SHOCKLEY, ROBERT J.  
YOUR FUTURE IN ELEMENTARY SCHOOL TEACHING.  
ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-0E256  
ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 160P.PMM COLLECTION;  
REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;  
\*SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES;  
EDUCATION; \*TEACHER EDUCATION; VOCATIONAL  
INFORMATION; TEACHERS; TEACHER RECRUITMENT;  
\*TEACHING; \*ELEMENTARY SCHOOL TEACHERS;  
ELEMENTARY EDUCATION; \*CAREER OPPORTUNITIES  
IDENTIFIERS - \*CAREER AWARENESS; EDUCATIONAL  
AWARENESS

ABSTRACT - PART OF THE ARCO-ROSEN CAREER  
GUIDANCE SERIES, THIS BOOK WAS WRITTEN BY A  
MARYLAND SCHOOL SUPERINTENDENT FOR HIGH  
SCHOOL STUDENTS CONSIDERING A CAREER IN  
EDUCATION. CHAPTERS DESCRIBE THE REWARDS AS  
WELL AS FRUSTRATIONS OF THE ELEMENTARY SCHOOL  
TEACHER AND PROVIDE PRACTICAL ADVICE ON  
TRAINING, TRAINING COSTS, CERTIFICATION,  
GETTING THE FIRST TEACHING JOB, AND PREPARING  
AND USING A RESUME. CAREERS OUTSIDE THE  
CLASSROOM AND OPPORTUNITIES FOR TEACHERS IN  
PROFESSIONAL ASSOCIATIONS, PUBLISHING  
COMPANIES, SERVICE ORGANIZATIONS, CAMPING,  
COMMUNICATIONS, COLLEGES, AND UNIVERSITIES  
ARE ALSO DISCUSSED. AN APPENDIX INCLUDES A  
LIST OF ORGANIZATIONS AND BUSINESSES WHICH  
OFFER OVERSEAS TEACHING POSITIONS, A SALARY  
SCHEDULE FOR TEACHERS IN 25 LARGEST URBAN  
SCHOOL DISTRICTS FOR 1968-1969, AND A  
SELECTED BIBLIOGRAPHY. (ARG)

VT 016 860  
O'CONNELL, DESMOND H.  
YOUR FUTURE IN THE BAKERY INDUSTRY. ARCO-  
ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-0E246  
ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 158P.PMM COLLECTION;  
REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;  
\*SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES;  
RESOURCE GUIDES; \*OCCUPATIONAL INFORMATION;  
CAREER OPPORTUNITIES; CAREER PLANNING;  
GUIDANCE; \*FOOD PROCESSING OCCUPATIONS; FOOD;  
FOOD SERVICE INDUSTRY; \*FOOD SERVICE  
OCCUPATIONS; DISTRIBUTIVE EDUCATION;  
MARKETING  
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER  
AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS  
STUDENTS GRADES 9-12 PROFESSIONAL GUIDANCE  
FOR A CAREER IN THE BAKERY INDUSTRY. IT  
OFFERS CAREER INFORMATION AND GUIDANCE WITH  
EMPHASIS PLACED ON EDUCATIONAL AND CAREER  
AWARENESS. BAKERY PRODUCTION, DRIVER-  
SALESMAN, AND FINANCE TRAINING PROGRAMS ARE  
EXAMINED AND DISCUSSED. AMONG THE POINTS  
INCLUDED IN THIS BOOK THAT WILL HELP A  
STUDENT MAKE A CAREER DECISION ARE: WHAT KIND  
PERSON IS BEST ADAPTED FOR THIS CAREER?

WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL  
YOU AS AN INDIVIDUAL LIKE THIS CAREER? (AR)

VT 016 861  
SISSEY, DAUDE L.  
YOUR FUTURE IN THE ELECTRONIC COMPUTER FIELD.  
ARCO-FCSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-0E255  
ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 70 139P.PMM COLLECTION

DESCRIPTORS - ELECTRONIC DATA PROCESSING;  
CAREER EDUCATION; \*SUPPLEMENTARY READING  
MATERIALS; \*DATA PROCESSING; RESOURCE  
MATERIALS; SECONDARY GRADES; OCCUPATIONAL  
INFORMATION; \*CAREER OPPORTUNITIES; \*COMPUTER  
SCIENCE EDUCATION; COMPUTER SCIENCE  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER  
AWARENESS

ABSTRACT - WRITTEN BY A MEMBER OF THE BOARD  
OF DIRECTORS OF THE SPERRY RAND CORPORATION,  
THIS GUIDANCE READING RESOURCE INTRODUCES THE  
9-12 GRADE STUDENT TO THE CAREER  
OPPORTUNITIES IN COMPUTER INDUSTRIES. TOPICS  
COVERED INCLUDE: (1) THE INFLUENCE OF  
COMPUTERS, (2) APPLICATIONS OF COMPUTERS, AND  
(3) CAREER OPPORTUNITIES. AN APPENDIX  
INCLUDES ADDRESSES OF COMPUTER MANUFACTURERS  
FOR FURTHER VOCATIONAL INFORMATION, A PARTIAL  
GLOSSARY OF COMPUTER TERMINOLOGY, AND A  
BIBLIOGRAPHY OF SUGGESTED READINGS. THE BOOK  
IS SUITABLE FOR SELF-INSTRUCTION OR GROUP  
DISCUSSION AND GUIDANCE. (DHI)

VT 016 862  
KEPPLER, VICTOR  
YOUR FUTURE IN PHOTOGRAPHY. ARCO-ROSEN CAREER  
GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-0E275  
ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 159P.PMM COLLECTION;  
REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; \*PHOTOGRAPHY;  
SECONDARY GRADES; EMPLOYMENT OPPORTUNITIES;  
INDUSTRIAL EDUCATION; RECREATION;  
\*OCCUPATIONAL INFORMATION; \*EDUCATIONAL  
OPPORTUNITIES; HUMAN SERVICES; \*CAREER  
OPPORTUNITIES  
IDENTIFIERS - \*CAREER AWARENESS

ABSTRACT - THIS BOOK COVERS AN ARRAY OF  
SUGGESTIONS AND INFORMATION RELATIVE TO  
BECOMING A COMMERCIAL PHOTOGRAPHER. SOME OF  
THE AREAS COVERED ARE PORTRAIT PHOTOGRAPHY,  
PHOTOJOURNALISM, EDITORIAL ILLUSTRATION,  
ADVERTISING PHOTOGRAPHY, TECHNICAL  
PHOTOGRAPHY AND MOVIE MAKING. A SAMPLE JOB  
RESUME IS PROVIDED ALONG WITH A SELF  
EVALUATION TEST. A LIST OF COLLEGES AND  
UNIVERSITIES OFFERING DEGREE COURSEWORK IN  
PHOTOGRAPHY IS INCLUDED AND A BIBLIOGRAPHY  
FOR FURTHER READING IS APPENDED. (DB)

VT 016 863  
KALB, S. WILLIAM  
YOUR FUTURE AS A PHYSICIAN. ARCO-ROSEN CAREER  
GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08276  
ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 164P.PMM COLLECTION;  
REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; SECONDARY  
GRADES; BIBLIOGRAPHIES; REFERENCE BOOKS;  
\*PHYSICIANS; EDUCATION; \*MEDICAL SCHOOLS;  
HEALTH OCCUPATIONS; \*MEDICAL EDUCATION;  
\*CAREER OPPORTUNITIES; OCCUPATIONAL CHOICE;  
COSTS  
IDENTIFIERS - \*CAREER AWARENESS; EDUCATIONAL  
AWARENESS; ECONOMIC AWARENESS

ABSTRACT - WRITTEN BY A PHYSICIAN, THIS BOOK  
IS BASED PRIMARILY ON QUESTIONS FROM FUTURE  
PHYSICIAN CLUBS TO THE OFFICES OF THE  
AMERICAN MEDICAL ASSOCIATION. ANSWERS ARE  
PROVIDED IN CHAPTERS SUCH AS "WHAT IS AN  
MD?," "WHAT DO PHYSICIANS EARN?" "WHAT DOES  
A MEDICAL EDUCATION COST?" OTHER AREAS  
INCLUDE WOMEN IN MEDICINE, FUTURE PHYSICIANS  
CLUBS, MEDICAL SCHOOL, SPECIALIZATION,  
GENERAL PRACTITIONERS, AND FINANCING A  
MEDICAL EDUCATION. AN APPENDIX OF APPROVED  
MEDICAL SCHOOLS IN THE U.S. AND ABROAD AND A  
BIBLIOGRAPHY OF SUGGESTED READING MATERIAL  
ARE INCLUDED. (DB)

VT 016 864

SCRIBNER, KIMBALL J.  
YOUR FUTURE AS A PILOT. ARCO-ROSEN CAREER  
GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08277  
ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 154P.PMM COLLECTION;  
REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;  
\*SUPPLEMENTARY TEXTBOOKS; RESOURCE GUIDES;  
SECONDARY GRADES; \*OCCUPATIONAL INFORMATION;  
OCCUPATIONAL GUIDANCE; CAREER OPPORTUNITIES;  
CAREER PLANNING; EMPLOYMENT OPPORTUNITIES;  
\*FLIGHT TRAINING; \*AVIATION TECHNOLOGY  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER  
AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS  
STUDENTS GRADES 9 THROUGH 12 PROFESSIONAL  
GUIDANCE FOR PLANNING A FUTURE CAREER AS A  
PILOT. IT PROVIDES CAREER INFORMATION AND  
GUIDANCE WITH EMPHASIS PLACED ON EDUCATIONAL  
AND CAREER AWARENESS. AMONG THE POINTS  
INCLUDED IN THIS BOOK THAT WILL HELP A  
STUDENT MAKE A CAREER DECISION ARE: WHAT KIND  
OF PERSON DOES THIS CAREER REQUIRE? WHAT  
EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU  
AS AN INDIVIDUAL LIKE THIS CAREER? (APR)

VT 016 865

GABER, NORMAN H.  
YOUR FUTURE IN OCEANOGRAPHY. ARCO-ROSEN  
CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08272  
ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 143P.PMM COLLECTION;

REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; SECONDARY  
GRADES; \*SUPPLEMENTARY TEXTBOOKS; GUIDANCE;  
COUNSELING; INSTRUCTIONAL MATERIALS; RESOURCE  
MATERIALS; \*OCEANOLOGY; \*OCEAN ENGINEERING;  
\*MARINE TECHNICIANS; SCIENCES; \*CAREER  
PLANNING; OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER  
AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY AN EXPERT IN  
OCEANOGRAPHY, IS FROM THE ARCO-ROSEN CAREER  
GUIDANCE SERIES, BUT CAN BE USED  
INDEPENDENTLY WITH GRADES 9-12. AFTER  
PROVIDING AN INTRODUCTION TO OCEANOGRAPHY,  
THE AUTHOR DEALS WITH SUCH AREAS AS  
ORGANIZATIONS IN OCEANOGRAPHY, CAREERS IN  
OCEANOGRAPHY, ACADEMIC PREPARATION FOR  
OCEANOGRAPHY, THE BUSINESS AND FUTURE FOR  
OCEANOGRAPHY, RELATED SCIENCES, AND MARINE  
ENGINEERING. INCLUDED ARE APPENDICES  
CONTAINING LISTS OF UNDERSEA RESEARCH  
VEHICLES IN OPERATION, INTERNATIONAL  
OCEANOGRAPHIC ORGANIZATIONS, U.S.  
PROFESSIONAL AND TRADE ASSOCIATIONS, FEDERAL  
AND STATE FUNDING PROGRAMS. SELECTED PRIVATE  
FIRMS IN OCEANOGRAPHY, PRODUCTS AND SERVICES  
USED IN OCEANOGRAPHIC WORK, OCEANOGRAPHIC  
PERSONNEL, AND COLLEGES AND UNIVERSITIES  
OFFERING DEGREE PROGRAMS IN OCEANOGRAPHY AND  
MARINE SCIENCE. (RR)

VT 016 866

YOUR FUTURE IN THE BEAUTY BUSINESS. ARCO-  
ROSEN CAREER GUIDANCE SERIES.

THE FASHION GROUP, INC., NEW YORK, N.Y.  
DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08248  
ARCO PUBLISHING COMPANY, INC., 219 PARK  
AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 69 159P.PMM COLLECTION

DESCRIPTORS - TECHNICAL EDUCATION; \*GUIDANCE;  
CAREER EDUCATION; \*SUPPLEMENTARY READING  
MATERIALS; RESOURCE MATERIALS; HUMAN  
SERVICES; DISTRIBUTIVE EDUCATION; MARKETING;  
OCCUPATIONAL GUIDANCE; \*OCCUPATIONAL  
INFORMATION; EDUCATIONAL RESOURCES;  
EMPLOYMENT QUALIFICATIONS; OCCUPATIONS;  
SECONDARY GRADES; \*COSMETOLOGISTS;  
\*COSMETOLOGY; TRADE AND INDUSTRIAL EDUCATION  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER  
AWARENESS

ABSTRACT - THIS COMPILED OF 17 ESSAYS  
WRITTEN BY MEMBERS OF FASHION GROUP, INC.,  
INTRODUCES THE DISTRIBUTIVE EDUCATION STUDENT  
IN HIGH SCHOOL OR TECHNICAL EDUCATION STUDENT  
TO THE BEAUTY BUSINESS. VARIOUS ESSAYS FOCUS  
ON PUBLIC RELATIONS, THE MAKE-UP ARTIST, THE  
FIELD OF FRAGRANCE OR THE ADVERTISING AGENCY.  
AS A SUPPLEMENTARY READING RESOURCE, THE BOOK  
IS SUITABLE FOR SELF-INSTRUCTION OR GROUP  
DISCUSSION FOR GUIDANCE. (DTH)

VT 016 867

KEEFE, JOHN E.  
YOUR FUTURE AS AN ELECTRONIC TECHNICIAN.  
ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08254

ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003  
PUB DATE - 71 160P.PMM COLLECTION;  
REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;  
\*SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES;  
RESOURCE GUIDES; \*OCCUPATIONAL INFORMATION;  
CAREER PLANNING; CAREER OPPORTUNITIES;  
GUIDANCE; \*ELECTRONIC TECHNICIANS; SCIENCE  
EDUCATION; \*TECHNICAL EDUCATION;  
BIBLIOGRAPHIES; TECHNICAL OCCUPATIONS  
IDENTIFIERS - \*EDUCATIONAL AWARENESS; CAREER  
AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK PRESENTS STUDENTS IN GRADES 9 THROUGH 12, PROFESSIONAL GUIDANCE FOR A FUTURE CAREER AS AN ELECTRONIC TECHNICIAN. IT OFFERS CAREER INFORMATION AND GUIDANCE WITH EMPHASIS PLACED ON EDUCATIONAL AND CAREER AWARENESS. QUALIFICATIONS, EMPLOYMENT OPPORTUNITIES, SCHOOLS AND PAY SCALES AND EMPLOYEE BENEFITS ARE EXAMINED AND DISCUSSED. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE DECISIONS CONCERNING HIS FUTURE ARE: WHAT KIND OF PERSON IS BEST ADAPTED FOR THIS CAREER? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (AR)

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BOYNTON, RALPH E.  
YOUR FUTURE IN BANKING. ARCO-ROSEN CAREER  
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\*OCCUPATIONAL GUIDANCE; CAREER PLANNING;  
RESOURCE GUIDES  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER  
AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS GRADES 9-12 PROFESSIONAL GUIDANCE FOR PLANNING A POSSIBLE BANKING CAREER. IT OFFERS CAREER INFORMATION AND GUIDANCE FOR STUDENTS WITH EMPHASIS PLACED ON EDUCATIONAL AND CAREER AWARENESS. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE A DECISION ARE: WHAT KIND OF PERSON DOES THIS CAREER REQUIRE? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (PM)

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FROST, JANE C.  
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\*OCCUPATIONAL GUIDANCE; BIBLIOGRAPHIES  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER  
AWARENESS

ABSTRACT - THIS BOOK, PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, FOR GRADE 9-12. DISCUSSES CAREERS IN DENTAL ASSISTING. MATERIAL COVERED INCLUDES DENTAL ASSISTANTS TASKS, THE ROLE OF THE DENTAL ASSISTANT ON THE DENTAL HEALTH TEAM, WHERE MORE INFORMATION CAN BE OBTAINED, WHAT AND WHERE OPPORTUNITIES ARE, THE DEMANDS, REWARDS AND INTERESTING EXTRAS, NEEDED APTITUDES, A DAY WITH A DENTAL ASSISTANT, HOW TO BECOME A DENTAL ASSISTANT, SALARY INFORMATION, PROFILES OF SUCCESSFUL ASSISTANTS, CERTIFICATION INFORMATION ON THE AMERICAN DENTAL ASSISTANTS ASSOCIATION AND SELECTED REFERENCES. (PMM)

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MECHANICS (OCCUPATION); MANUFACTURING;  
\*OCCUPATIONAL INFORMATION  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER  
AWARENESS

ABSTRACT - THIS BOOK, PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, FOR GRADE 9-12. DISCUSSES CAREERS IN AUTOMOTIVE SERVICE. AFTER DISCUSSING TRAINING, 17 SPECIALTIES ARE COVERED INCLUDING DIAGNOSTICIAN, MECHANICAL SPECIALISTS, BODY WORK SPECIALISTS, ACCESSORIES SPECIALISTS, TRUCK AND BUS TECHNICIANS, ANTIQUE AND CLASSIC CARS, AND WARRIOR. (JE)

VT 016 872  
LEVINE, SOL  
YOUR FUTURE IN NASA. ARCO-ROSEN CAREER  
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GUIDANCE; SCIENCES; \*TECHNICAL EDUCATION;  
FACILITIES; \*SCIENTIFIC PERSONNEL  
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER  
AWARENESS; NASA; NATIONAL AERONAUTICS AND

## SPACE ADMINISTRATION

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS IN GRADES 9-12 PROFESSIONAL GUIDANCE FOR A FUTURE CAREER IN NASA BY PROVIDING CAREER INFORMATION WITH EMPHASIS PLACED ON EDUCATIONAL AND CAREER AWARENESS. TECHNICAL SPECIALTIES, ON-THE-JOB TRAINING, AND THE WORK AT NASA AND ITS CENTERS ARE EXAMINED AND DISCUSSED. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE A DECISION ABOUT HIS CAREER IN NASA ARE: WHAT KIND OF PERSON IS BEST ADAPTED FOR THIS CAREER? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (AR)

VT 016 873

GELB, LAWRENCE M.  
YOUR FUTURE IN BEAUTY CULTURE. ARCO-RUSEN  
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OCCUPATIONAL GUIDANCE; DIRECTORIES;  
\*COSMETOLOGISTS; RESOURCE GUIDES;  
\*COSMETOLOGY; HUMAN SERVICES; CAREER EDUCATION; SECONDARY GRADES

IDENTIFIERS - \*EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - WRITTEN BY THE FOUNDER AND CHAIRMAN OF THE BOARD OF CLAIROL, THIS GUIDANCE MANUAL DISCUSSES BEAUTY CULTURE AND THE POTENTIAL OCCUPATIONAL REQUIREMENTS THAT THE SECONDARY GRADE STUDENT WANTING INFORMATION WOULD NEED TO KNOW. PROFESSIONAL SKILLS, THE ROLE OF THE EMPLOYEE, THE ROLE OF THE SALON OWNER, AND JOB OPPORTUNITIES ARE TOPICS COVERED. AN APPENDIX FEATURES A DIRECTORY OF STATE BOARDS OF COSMETOLOGY, A CHART OF JOBS IN THE COSMETIC INDUSTRY A LIST OF ORGANIZATIONS REPRESENTING THE FIVE SEGMENTS OF THE BEAUTY INDUSTRY, AS WELL AS FINANCIAL AID AND LICENSING INFORMATION. THE BOOK IS SUITABLE FOR SELF-INSTRUCTION OR GUIDANCE DISCUSSION. (DH)

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